



HEARTLAND ADVISORS
AMERICA'S VALUE INVESTOR®

JOB DESCRIPTION

DEPARTMENT: Information Technology DATE: June 2025
POSITION: VP, Director of Information Systems
REPORTS TO: Senior Vice President, Chief Financial Officer and Chief Administrative Officer

SUMMARY

The Director of Information Systems position is a unique role in an entrepreneurial firm for a bright resourceful individual with a high level of intellectual curiosity, deep breadth and depth of technical experience, strong desire to have meaningful impact on an organization, and interest in working side by side with team members across disciplines, within a boutique investment management firm. The individual in this role will be responsible for delivering hands-on technical expertise to solve day-to-day challenges across the entire organization, while also having responsibility for the oversight of systems administration and cyber posture. They will have the opportunity to drive strategy, oversee third party providers who provide additional capacity to the internal team, spearhead firmwide projects and lead change management. Each of these functions are critical to the foundation that supports operational excellence and cross functional efficiency that is core to Heartland's strategy.

ACCOUNTABILITIES

- I. Oversee the security, scalability, and reliability of the company's technology infrastructure while managing a cost effective and flexible model that is aligned with business goals and objectives.
- II. Manage servers, networks, endpoints, applications, and data integration, ensuring timely and accurate delivery of critical information and minimizing downtime.
- III. Plan and implement security measures to protect computer systems, networks, applications, and data. Lead the firm's efforts to ensure safety and security from cyber threats and the remediation of cyber vulnerabilities. Manage and mitigate cyber risk as appropriate, with consideration to the organization's risk profile.
- IV. Design, maintain, evaluate, and enhance business continuity / disaster recovery plans and incident response plans and procedures.
- V. Work with departments across the firm to leverage technology to drive workflow automation through batch processing, data integration and routine feed maintenance.
- VI. Responsible for disciplined approach to change management, including thorough problem solving, root cause analysis, remediation, and comprehensive documentation, as applicable.
- VII. Collaborate with the Chief Administrative Officer and Chief Compliance Officer to establish, review and update IT related policies, procedures, and guidelines.
- VIII. Assist with oversight of IT related functions performed by third party service providers.
- IX. Work closely with the SVP, Chief Financial Officer and Chief Administrative Officer and other management team members to prioritize, manage and lead projects and ongoing enhancements to drive continuous never-ending improvement, maintain a competitive advantage in our industry, deliver outstanding internal and external customer service.
- X. Lead the technology department with an emphasis on mentoring, training, and working side by side with IT and resources from other departments, to foster an environment that promotes ongoing expansion of cross-disciplined skills.
- XI. Research emerging technologies and staying abreast of application advancement and service provider evolution to proactively identify practical use cases to improve company operations.
- XII. Assist in the development and presentation of technical education to help end users adapt to new systems, workflows, and security protocols, including coordination with third party subject matter experts, as deemed appropriate.
- XIII. Nurturing a department culture that provides outstanding internal and external customer service.
- XIV. Other duties as assigned.



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REQUIREMENTS:

- Bachelor's degree in information technology, computer science, or related field preferred; Masters preferred.
- Minimum of 10+ years' professional-level experience in information systems/technology
- Extensive knowledge of LAN/WAN, firewalls, VPN routing protocols for managing connectivity, cloud storage, network systems, and systems administration
- Understanding security protocols and best practices to protect the organization, employees, and clients from threats.
- Knowledge or automating repetitive tasks for increased productivity, a plus.
- Experience with database design, ETL tools, SQL coding and report writing applications, with optimization of queries, and project management, a plus
- Ability to analyze information, evaluate alternatives, make appropriate recommendations for strategic and enterprise solutions, and maintain accurate, detailed, and timely documentation.
- Functional knowledge of finance and interest in the investment business.
- Supervisory experience.
- Effective communication and strong organizational skills.
- Resourceful analytical person, who thrives when addressing unpredictable challenges.
- The aptitude and interest for both technical and business issues and the communication skills required to interact with technical and non-technical associates.
- Willingness to work outside of normal work hours for special projects.