

Director of Technology & Information Security



COMPANY OVERVIEW:

R.M. Davis is a leading provider of wealth management and investment advisory services to clients in more than forty states and five countries. The firm has approximately \$6 billion in assets under management, and 60 employees across two New England offices (Portland, ME and Portsmouth, NH). We are dedicated to delivering exceptional service for our clients as well as constantly challenging our technology and operating framework to ensure the effectiveness of our value chain. We are committed to maintaining the highest level of information security for our company and clients.

POSITION OVERVIEW:

The position of **Director of Technology & Information Security (DTIS)** will require being physically present in the Portland, Maine office and may require periodic visits to the Portsmouth, New Hampshire office. Candidates seeking fully remote working arrangements will not be considered.

The DTIS will lead the design and execution of all aspects of the firm's technology, data management, and information security strategy, including project management, vendor management, software life-cycle management, and technology training. The position is a managerial role, overseeing the IT/Data Management team, technology partners, and project management team, and reports directly to the Chief Operating Officer. As the firm's Information Security Officer (ISO), the DTIS will be responsible for ensuring the Company's information security practices align with industry standards, maintaining regular risk assessments, and owning incident management processes.

The firm employs many vendors, including a managed service provider (MSP), for the support of technology and information security. The position will manage these vendor relationships while serving as primary point of contact for all interactions, incident responses, and projects. This will require working with vendors for procurement, forecasting and budgeting for future technology initiatives, maintaining equipment lifecycles, and projecting a technology roadmap out as far as 5 years. Working with vendors to support critical line-of-business applications will be a key aspect of ensuring the firm can maintain business continuity with minimal impact on staff productivity. As such, this will also require that the DTIS gain a strong familiarity with all such software and technology tools.

Additionally, the DTIS will have primary responsibility for all staff communications and internal training related to technology and information security matters. In this role, the position offers the opportunity to facilitate positive and productive changes in pursuit of efficiencies, and to serve as champion for stakeholders in the organizational modernization of multi-dimensional and integrated operating platforms.

REQUIREMENTS:

1. Relevant Experience: Minimum of 10 years of experience in technology leadership with a track record of success in managing complex IT projects, delivering technology solutions, and leading technical teams.
2. Education: Bachelor's degree in Computer Science, Information Technology, or a related field is required, with a Master's degree in a relevant field being highly desirable.
3. FinTech/Industry Experience: Familiarity and experience with FinTech platforms and software commonly used in wealth management, including order management systems, transaction reconciliation tools, and performance reporting applications.
4. Full Tech Stack Conversions: Proven track record leading project management in the context of procurement, conversions, implementation, and workforce training in new technologies and software, including CRM systems, document management systems, financial systems, and Cloud conversions.
5. Information Security and Cybersecurity: Prior experience managing a modern and multi-layered approach to information security and cybersecurity, as well as leading cybersecurity efforts at all levels.
6. Vendor Management: Prior experience in procurement, contract negotiation, and vendor management, with the ability to effectively manage technology vendors and ensure that they deliver highly secure, quality products and services.
7. Communication and Training: Experience communicating with and relating to diverse work teams who may not be fluent in technical language or information system operations.
8. Risk Management Experience: Knowledge of risk management principles and the ability to assess and manage technology risks in the context of the firm's overall risk profile, including exercising of good business judgment relative to the materiality of specific risks and properly scoping communications to the executive team and/or Board of Directors.
9. Managerial Experience: Demonstrated history of supervising other employees and teams in a corporate environment. Five years of prior supervisory/management experience is highly desired. Experience leading and motivating software engineering or support teams and in managing complex software projects. Outstanding communication skills with the ability to collaborate effectively with on-site and remote teams.
10. Technical Expertise: In-depth knowledge and hands-on experience in a variety of technology areas, such as software engineering, full-stack development, database and network administration, and information security.
11. Regulatory Compliance: Knowledge of industry regulations and standards as they pertain to information technology and information security, such as SEC regulations, GLBA, FFIEC,

NIST CSF, and the ability to ensure that technology initiatives are compliant with these regulations.

ACCOUNTABILITIES:

1. Technology Leadership and Operations

Oversee the effectiveness of technology resources within an organization and external vendors supporting the technology infrastructure. Duties include communicating with other executives, performing research on new technologies that could enhance business operations, and monitoring the use and implementation of new and existing technologies across departments.

Evaluate the Company's products, engineering, vendors, and technology roadmaps. Develop technical aspects of the company's technology strategy to ensure alignment with business goals and broader operations strategy. Study, discover and implement new technologies that yield competitive advantage. Translate the strategy into new goals and an actionable roadmap.

- Advocate for removal of outdated systems, software, and products, and replacement as needed for operational effectiveness and to maintain a competitive edge.
- Work closely with the Chief Operating Officer and Management Committee to help foster a culture of cross-functional collaboration to drive efficient delivery and operational excellence.
- Supervise system infrastructure to ensure functionality, efficiency, build quality assurance, security, and data integrity.
- Guide other departments in the effective, efficient, and secure use of technology specific to their procedures and workflows.
- Monitor KPIs and IT budgets to assess technological performance over time.
- Collate and leverage stakeholder feedback to recommend necessary improvements and adjustments to technology and security.
- Communicate technology strategy throughout the organization.
- Develop and implement information security and cybersecurity strategies and policies that align with the company's overall business objectives.
- Manage the firm's portfolio of technology vendors, including involvement in procurement and renewal considerations and efforts.

2. Leadership of Firm's Information and Data Security / Cybersecurity

Establish and maintain information security policies, procedures, and standards, including multi-factor authentication, threat protection, end point detection and response, firewall security, penetration testing, and mobile device management. This involves diligence,

oversight, and management of vendors engaged in supporting a multi-dimensional and multi-layered set of protections, testing, reporting, and incident response.

- Serve as the Company's Information Security Officer. Establish cybersecurity policies, procedures, and protocols that meet or exceed industry standards.
- Work with the firm's Chief Compliance Officer to ensure compliance with industry regulations and standards, such as the SEC and NISA. Manage and supervise information security, including adherence to Regulation S-P and Regulation S-ID.
- Conduct regular security assessments and audits (using vendors where appropriate) to identify vulnerabilities and implement appropriate controls.
- Coordinate incident response, continuity of business, and disaster recovery procedures and planning.
- Conduct technology vendor provider diligence, oversight, and testing.
- Communicate security risks and issues to senior management and the Board of Directors.
- Conduct (or coordinate) training for firm employees on information security safety and cybersecurity awareness.
- Stay current with industry trends and developments in information security.

3. Supervision and Other Functions

This position is responsible for supervising, leading, and evaluating the performance of the Data Management department personnel. The DTIS acts as the point person for all of their inquiries and questions, approves time off requests and bi-weekly timesheets, identifies and develops relevant skill-building and other training opportunities, and serves as a positive mentor and role model.

This leadership role may entail a variety of other responsibilities, including training and assisting employees to become technically competent in their positions as well as working to continually enhance his/her own skillset. This position may also serve on or chair committees that are related to the technology infrastructure of the firm.

Works closely with and assists the Chief Operating Officer in a wide range of projects as needed to enhance the technology infrastructure of the Company.

BENEFITS:

- Competitive compensation and annual bonus opportunity
- 401k plan with employer contributions
- 100% company-paid employee health insurance
- Generous paid time off, including parental leave
- Education reimbursement
- Company paid, covered parking
- Short and long-term disability insurance
- Hybrid work opportunities
- Professional downtown office setting
- Collaborative work culture

R.M. Davis is an equal opportunity employer that values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

If you are a highly motivated individual with a passion for information security and a proven track record of success, we encourage you to apply for the position of Director of Technology & Information Security at our firm. Please submit a cover letter, resume and additional relevant information to Denise Vigneault, Managing Director – Human Resources, at dvigneault@rmdavis.com.

No recruiters at this time please.

FLSA Status: Exempt

Reports to the Chief Operating Officer

March 2023