

Position Description

Job Title: Web Developer

Grade: 84

Incumbent: New

Reports to: Director

Division: Public Affairs (D111)

Department: Office of the President

Purpose of Position:

The Program Manager, Web Developer will coordinate and manage the complete replacement of the Institute of International Education's website. Principal aspects the position include conducting a review and evaluation of the current iie.org website and determining what is needed for the new site; developing a project plan for a new site (including researching and evaluating vendors and platforms, developing an RFP), and effectively managing the implementation of the project plan and budget. The Project Manager, Web Development will also help create an internal structure and process to ensure continued excellent web presence and communications.

The Program Manager, Web Developer is responsible for initiating, managing, monitoring and communicating progress on projects and for ensuring that projects are completed effectively and on schedule. The position reports directly to the Director of Public Affairs and works closely will all other departments.

Principal Responsibilities:

1. Manage and be responsible for the project implementation and budget from start to finish; understand the business goals and project ideals thoroughly to assess requirements of the project, the stages involved, the milestones and the specific deliverables.
2. Conduct inventory of current programs hosted on IIE.org; interview staff, grantees and funders regarding user needs; define user requirements for functionality incorporating input from target users, usability studies and competitive analysis; and convene officers or a working group at IIE to determine needs (across divisions and offices.)
3. Conduct a needs assessment regarding technical requirements for new platform,

multi-media and other functionalities that are not currently part of the existing site; determine which technologies are essential/feasible; and determine what IT needs are required to support IIE functions that go beyond “information content” (i.e. online applications, financial/accounting tie-ins, etc.)

4. Research outside vendors to provide both platform and implementation service; assist in issuing RFP/Scope of Project for new platform and implementation; and help to evaluate proposals and select vendor; manage outside consultants (designers, producers, developers, vendors).
5. Manage the conversion of existing content that can be used on new site; developing a plan for adding and managing information content from all divisions going forward; and lead the QA of the finished product.
6. Create and document the business requirements and functional specifications for projects in conjunction with IIE senior leadership.

Internal/External Contacts:

Position involves heavy internal contact with IIE staff to the officer level at headquarters, regional, and overseas offices, and external contact with students, educators, sponsors and vendors.

Supervision Exercised:

Supervises freelance staff and interns as needed and manages outside consultants (designers, producers, developers, vendors).

Supervision Received:

From Director of Public Affairs and Director of Membership and Higher Education Services.

Qualifications: Education/Experience/Skills:

- Superior project management, organizational and multitasking skills, including ability to effectively manage project timelines and hit milestones.
- Strong technical background (i.e., web standards, design and usability and Web based applications knowledge across all content types), including a demonstrated track record of web-based product conceptualization, development, and launch.
- High comfort level with a collaborative work process and collegial working environment and ability to maintain effective key business relationships with

internal and external contacts.

- Proven skills in interfacing with and managing relationships with third parties and clients, including back-end developers, design teams and content partners.
- Must have excellent presentation, communications, and interpersonal skills with ability to effectively manage across multiple departments/personalities.
- Experience and/or knowledge of the international higher education industry a major plus.
- 5+ years' experience in project management, including a demonstrated track record of web-based product or application conceptualization, development, and launch.
- Bachelor's degree or higher.