

IT Manager

Position Description

The American Darts Organization (ADO) is seeking an IT Manager to take ownership of the organization's core technology systems and digital infrastructure. This position will assume responsibilities that have previously been handled by other ADO leadership and will serve as the primary technical resource for maintaining, supporting, and improving the ADO's web-based systems.

Primary Responsibilities

- **WordPress Website Management:** Maintain and administer the ADO WordPress website, including updates, content support, troubleshooting, plugins, themes, security, backups, and general site reliability.
- **PHP Development and Maintenance:** Maintain, troubleshoot, and enhance custom PHP functionality used throughout the ADO website and related systems.
- **SQL Database Management:** Manage and maintain the ADO's SQL database, including data integrity, queries, updates, troubleshooting, reporting support, and coordination of database changes with website functionality.
- **ADO Systems Support:** Develop a working understanding of the ADO's existing technology, processes, data, and workflows; support ADO officers and managers who rely on these systems for day-to-day operations.
- **Technical Troubleshooting:** Investigate and resolve website, database, and system issues as they arise, and identify practical improvements that increase reliability and ease of use.
- **Documentation and Continuity:** Maintain clear documentation of key systems, credentials/access processes, recurring tasks, and technical procedures so that ADO technology is sustainable and transferable.

Required Skills and Experience

- Experience administering and maintaining WordPress websites.
- Working knowledge of PHP, including the ability to understand, troubleshoot, and modify existing code.
- Experience working with SQL databases and writing or modifying SQL queries.
- Experience with ADO systems, operations, or workflows sufficient to understand how the organization uses its technology.
- Strong troubleshooting and problem-solving skills.
- Ability to work independently, communicate technical issues clearly, and coordinate with ADO leadership and volunteers.

Preferred Skills

- **Social Media:** Experience managing organizational social media accounts and digital communications.
- **Graphic Design:** Ability to create or modify graphics for the website, social media, events, and other ADO communications.
- **DartConnect:** Familiarity with DartConnect and its use within organized darts.
- **Discord:** Experience administering or supporting Discord communities, channels, permissions, and integrations.

Position Focus

The IT Manager should be comfortable taking ownership of existing systems rather than starting from scratch. A successful candidate will combine hands-on technical ability with familiarity with the ADO and the practical needs of a volunteer-driven darts organization. The goal of the position is to provide dependable technical continuity while gradually improving the ADO's systems, documentation, and digital capabilities.