



KEY ELEMENTS
group LLC

Position Title: Chief Technology Officer
Date Modified: December 19, 2016
Reports To: President and CEO

Key Elements Group LLC (KEG) is a consulting firm and new media company based in Philadelphia, PA. We help nonprofits and startup companies increase fundraising, improve communications, and develop strategic plans. Through our multi-channel media network, we drive targeted content and data visualization on social impact issues to passionate consumers.

KEG is expanding its team and seeks to hire a Chief Technology Officer with a background in startup companies, preferably in the media realm. The ideal match is a professional with ample Wordpress and web management experience who also has the capacity to manage various programming and development projects and can recommend new ideas for technological improvement and execute their completion as a manager.

Position Description:

- Decide technology strategy for developing digital media products
- Create technical architecture
- Estimate costs and timelines for product development
- Evaluate and identify various technological tools that can fit with product architecture
- Advise on and manage hosting solutions
- Strategize and guide the process of scaling
- Review code to identify architectural issues and quality of delivery
- Discuss logic and approach for specific technical problems
- Build complex technology prototypes
- Periodic technical evaluation of software products to ensure reliable digital presence
- Create proprietary products for sale/license to large enterprises and nonprofits
- Manage internal technology needs
- Design, maintain, and continue to improve KEG's sites and social media accounts
- Implement prototype phase for App production
- Be self-starter with great organization and project management skills
- Possess strong written and oral communication skills
- Work in professional manner and maintain confidentiality
- Demonstrate highest standards of ethics and integrity

Desired Skills and Experience

- Wordpress
- Javascript
- PHP and HTML
- Miscellaneous development proficiency to guide in website improvement
- Ability to identify necessary development skills to assemble project teams

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