

Manko, Gold, Katcher & Fox, LLP (MGKF), an environmental, energy, litigation, safety and land use law firm located in the Philadelphia-area, is seeking an IT Director to work in our Bala Cynwyd office. This position will report directly to the firm's Chief Operating Officer and is a long-term career opportunity.

The IT Director will collaborate with our COO to lead the firm's technology team and operations, including IT infrastructure, cybersecurity, license and fleet management, outsourced IT services, and vendor relationships. This role is critical to the firm's business continuity as well as strategic planning. The position ensures that all IT initiatives align with MGKF's current and strategic priorities.

In summary this position will:

- Lead IT project planning and execution aligned with firm goals
- Oversee and supervise inhouse IT Technician, MSP and other vendor relationships to ensure quality service delivery and cost efficiency
- Maintain and monitor IT asset inventory, including hardware fleet and software licensing
- Evaluate and implement technology solutions to enhance operational effectiveness
- Manage the firm's IT business continuity and system security

Required Qualifications:

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or related field
- 7+ years of progressive IT experience, including 2+ years in a leadership or managerial role
- Experience managing MSPs or outsourced IT services
- Demonstrated success in IT operations, project management, and vendor negotiations
- Advanced knowledge of Microsoft 365, Azure,
- Knowledge of Microsoft Active Directory and Group Policy
- Extensive knowledge of infrastructure systems (networks, servers, cloud services, security, etc.)
- Ability to perform duties both in the office environment and for remote users.
- Excellent analytical and problem-solving skills with the ability to translate technical information into business objectives.
- Works with the highest level of professionalism, fostering collaboration and accountability within the IT team and firm.

Highly Preferred Qualifications:

- Experience in legal, professional services, or similarly regulated industries
- Experience with iManage or other legal DMS law firm practice management systems Intune
- Experience with e-discovery software and processes GDPR, or similar compliance standards

MGKF has been recognized as a Law360 Environmental Group of the Year and has been listed in the Philadelphia Inquirer's Top Workplaces in Delaware Valley award list since 2010. We offer a competitive salary and full benefits package.

Disclaimers: MGKF is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. All employment decisions are made based on qualifications, merit, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all employees.

MGKF will be accepting applications for this position on an ongoing, rolling basis and reserves the right to cancel this posting at any time.

Resumes should be sent to Kim Lawson at klawson@mankogold.com