



Information Technology (IT) Manager

About Brendle Group

Brendle Group is a sustainability consulting firm committed to solving the problems our clients face today while accelerating equitable climate solutions for the future. Our goal is to collaborate on meaningful projects that have measurable impacts. Since our founding in 1996, our company's purpose has been to create lasting impacts that inspire and sustain our communities and our world.

Our portfolio includes innovative projects that address energy, climate, and water challenges for clients in the public and private sectors. We are a Certified B Corporation™ and a public benefits corporation (PBC) that not only walks the talk in our own operations but also pioneers new frontiers in sustainability. Our team members bring a unique blend of technical expertise, innovation, and agility to help anticipate and solve new sustainability challenges.

If this sounds like your kind of challenge, roll up your sleeves with us! There's so much important work to be done. Learn more at [BrendleGroup.com](https://www.brendlegroup.com).

Position Summary

Brendle Group seeks a full-time IT Manager with over eight years of relevant and progressive experience to support our team in pursuit of our company mission to *accelerate equitable solutions to address the climate crisis*.

In this new role, you will be the architect of Brendle Group's digital transformation and responsible for managing and continuously improving the delivery of core IT services to increase the insights and productivity of Brendle Group's consulting services. You will lead the charge in deploying artificial intelligence and supporting advanced analytics to solve complex problems, all while building a resilient, secure foundation for Brendle Group's most critical work. This secure foundation includes managing, securing, and optimizing our network, and Microsoft cloud and server environments all while adhering to cybersecurity best practices.

You will report to the director of operations and will serve as a member of the Operations Team, supporting our Engineering & Analytics, Planning & Engagement, Marketing & Communications, and Management teams.

As the IT Manager, you will be exposed to all aspects of our fast-paced consulting firm, requiring the ability to think strategically, manage multiple priorities, maintain confidentiality and deliver responsive solutions, while collaborating with highly skilled and specialized colleagues. Beyond technical expertise, Brendle Group values team members who show genuine engagement, uphold strong communication and team norms, and are motivated to grow and expand their skills in support of the broader team.

If you are a collaborative troubleshooter who is passionate about using technology to accelerate impact and can balance daily operations with long-term IT strategy and planning, we encourage you to apply.

Position Responsibilities

Management

- Manage the overall IT program in accordance with Brendle Group's Information Technology program management plan and approved annual budget.
- Provide timely and appropriate updates to director of operations and Management Team regarding IT infrastructure, status, risk, performance, strategy and direction.
- Develop long-term IT program plans, budgets, procurement, and life-cycle management of all software and endpoint hardware with a long-term strategic lens on how technology can enhance Brendle Group's services and mission.
- Manage IT service providers, suppliers, and other contractors.

IT Operations, Security, and Risk Management

- Oversee, coordinate, and execute the company's IT responsibilities, including infrastructure, applications, end-user services, and security.
- Own network architecture and security design, implementation, monitoring, and continuous improvement (e.g., firewalls, VPN, Wi-Fi, segmentation).
- Own server (both physical and virtual) architecture design, security, monitoring and continuous improvement.
- Administer Microsoft tool chain including Microsoft 365 apps, Entra ID, SharePoint, Teams, as well as security/compliance features such as MFA, conditional access, retention, and information protection.
- Oversee endpoint administration including configuration standards, patching, vulnerability remediation, device encryption, and performance monitoring.
- Manage software, software as a service (SaaS), and site licenses including renewals, access control, cost optimization, and vendor coordination.
- Ensure all in-office technologies enhance Brendle Group's brand and consulting services by being fast, reliable, and user-friendly. These technologies include conference room video and audio systems, wireless connectivity, and printers/scanners.
- Own backup integrity, restore capability, and disaster recovery/business continuity readiness, including periodic testing and documentation.
- Lead IT risk management, including IT policies and standards, documentation, compliance support, and periodic control reviews.
- Lead security governance, including incident response coordination, annual security reporting/audit support, and end-user security awareness training.

End-user Support

- Responsible for 1st-tier desktop support in a timely and efficient manner including coordination of our IT managed service provider.
- Responsible for designing proactive staff training programs across Brendle Group's core hardware and software platforms.

Advanced Technology Initiatives

- Provide technology leadership and collaborate with other service teams by identifying, evaluating, recommending and, when applicable, deploying next generation tools and consulting services, including but not limited to web and cloud delivery, artificial intelligence, client database integration, advanced mapping and dashboard generation.

Other General Responsibilities

- Continuously improve tools, skills, and resources – sharing and teaching across the team.
- Use established systems to create work plans, track milestones, and report progress. Help develop systems and processes where none currently exist.
- Other duties as assigned or apparent.

Required Qualifications and Experience

- Minimum eight years of progressive network, security, and IT management experience and skills.
- Network administration leadership skills including security, monitoring, and threat mitigation.
- Administrative and deployment experience in Microsoft Server, 365, and other Microsoft tool chains.
- Leadership roles managing vendors, suppliers, and managed service providers.
- Implementing cyber security initiatives and familiarity with best practices such as NIST 800-53.
- Strong knowledge of PC-based software applications including Microsoft Office suite and other delivery technologies and methods.
- Familiarity with databases and structured programming in scripting tools, SQL and other programming languages, and business intelligence systems.
- Project management experience.
- Strong interpersonal communication skills.
- Strong writing and verbal communication skills.
- Excellent organizational skills.
- Decision-making and time management skills with proven ability to prioritize, work independently, and manage multiple priorities and deadlines.

Preferred Qualifications and Experience

Preferred qualifications and experience to include any of the following:

- Professional certification(s) or skills commensurate with a career path to date.
- Advanced degree preferred, but a minimum of B.S. or B.A. from an accredited four-year university or college.
- Experience deploying and/or maintaining enterprise-level artificial intelligence tools such as CoPilot, ChatGPT, Claude, and Amazon Bedrock.
- Experience managing “infrastructure as a service” resources such as Amazon Web Services or equivalent.
- Small business consulting experience and passion.

Attributes of Ideal Candidates

- Tech savvy and confident in learning and using new technology systems.
- Self-motivated, ambitious, curious, and innovative team player.
- Ability to function efficiently in a fast-paced and dynamic environment.
- Consistently produces high-quality work.
- Owns position responsibilities and approaches work as a problem solver and critical thinker.
- Adapts willingly to changing responsibilities.
- Reliable and clear communicator.
- Exhibits professional empathy, perspective, and cultural competence.
- Passion for sustainability.

Position Status:

This is a full-time, salaried, exempt, regular position.

Salary and Benefits

Brendle Group offers a flexible and collaborative workplace with a competitive salary and a generous benefits package. Based on position requirements and candidate experience, the base salary range for the **IT Manager** is **\$93,240 to \$139,150**. The salary range shown is for full-time employment. New team members rarely start above the salary range midpoint.

Other benefits include:

- Employer-paid health, dental, vision, and disability insurance.
- SIMPLE retirement plan with employer match.
- Flexible schedule, with summer hours (providing extended weekends) and hybrid work options (mix of in-person and remote schedules).
- Paid time off, accumulating from your first day.
- Paid holidays (nine per year) and two annual floating holidays.
- Annual bonus pool and salary adjustments.

Location, Schedule and Position Conditions

With offices in Fort Collins, CO and Denver, CO, this is a Northern Colorado or Denver metro-based position to support our local and remote team members as well as our local and cloud-based IT infrastructure. This position requires at least two days per week in the office with additional time required during the onboarding period. We provide flexible hybrid work options, including remote work opportunities.

Brendle Group full-time staff are expected to be available during the company's core hours (9 am to 3 pm); flexible schedules and arrangements outside of these core hours are available. Brendle Group is committed to sustainable workloads and will work diligently to ensure work weeks do not become excessive or require prolonged periods that significantly exceed 40 hours per week for full-time employees.

This position requires reliable transportation.

Application Process:

Please submit your application using the link below. You will be asked to provide:

- **Resume**
- **Three professional references**
- **Salary expectations**
- **Schedule and office location preference**
- A compelling **cover letter** explaining how your experience meets our job requirements and why you would be a great addition to our team.

All materials should be uploaded through the link below.

Apply here: [IT Manager Application](#)

Posting Dates: April 6 – April 20

Applications will be evaluated as they are submitted.

Phone screening: The week of April 27

Interviews: In-person interviews are planned for the week of May 11

Targeted Start Date: June 1

Applicants can expect the hiring process to include an initial applicant screening call, an in-person interview, background and reference checks. Employment eligibility is verified through the federal E-Verify system, which confirms authorization to work in the United States.

We believe that diverse perspectives strengthen our organization and help us better serve our community. Our team is committed to maintaining an inclusive workplace and encourage candidates of all backgrounds, experiences, and perspectives to apply.

We are committed to inclusive and equitable hiring practices, recognizing historic inequities in the engineering, planning, and sustainability professions. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We want to encourage you to think broadly about your background and if you meet some, but not all the qualifications, yet bring strength in crucial areas, you may be a perfect candidate!

We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you feel your qualifications complement those set forth in this posting and are interested in Brendle Group, please contact us at hr@brendlegroup.com for additional discussion, referencing this posting.