



Job Title: Director of Cybersecurity and Privacy
Department: 117- Risk Collaboration
Reports to: Central Team Leader, Risk Collaboration
Status: Exempt
Supervisory role: No
Last updated: 9/6/2021

Life.Church wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

Job Summary

The Director of Cybersecurity and Privacy will partner with the Church to understand and evaluate risk within digital areas. This role will support and provide guidance for cybersecurity initiatives, data privacy, and internal controls for digital assets. As a Church, we are willing to define and redefine what it means to be above reproach, so we never risk our ability to reach people for Jesus. This role is a crucial part of this efforts, leading the way in proactively thinking about, accepting, and preventing risk.

Duties and Responsibilities

- I. Provide Education
 - Build rudimentary and advanced education on cybersecurity risks, data privacy, and internal controls for digital assets
- II. Support Cybersecurity Operations
 - Review security design to ensure necessary requirements and organizational needs are being met
 - Prepare and recommend a cybersecurity compliance plan for Life.Church in partnership with the Legal and Safety Awareness teams
 - Oversee the execution of compliance reviews and testing
 - Partner with teams to remedy identified vulnerabilities and evaluate recommendations
 - Research industry alerts and best practices, implementing necessary updates organizationally
 - Collaborate with all Life.Church teams on any cybersecurity related needs
- III. Support Privacy Initiatives Compliance
 - Partner with organizational leaders to bring awareness to data privacy requirements and ensure data privacy solutions are incorporated throughout new projects, products, and initiatives
 - Partner with the Legal Team to develop and implement a robust data privacy compliance plan for digital asset
 - Serve as the main point of contact for data mapping initiatives with respect to data privacy compliance
 - Partner with data mapping and technical experts for digital properties, including the YouVersion Bible app, the Life.Church Online platform, the Life.Church app, and the digital products used at our digital and physical campuses
 - Research industry alerts and best practices, implementing necessary updates organizationally
 - Partner with the Legal Team to inform and advise on national and international regulations for data privacy, such as Global Data Protection Regulations (GDPR) and Children's Online Privacy Protection Act (COPPA)
 - Serve as technical lead in information gathering and response formulation in partnership with the Legal Team for data requests, varying from GDPR compliance requests, requests from other government entities, subpoenas, and other legal process

Knowledge, Skills and Abilities

- Ability to self-motivate, make independent decisions and problem solve with innovation
- Excellent verbal, written, and oral communication skills to foster partnerships

Life.Church retains the right to change, update, or assign other duties to this position, as necessary.

- Effective at process and organizational management to coordinate, structure and provide vision to projects
- Strong leadership skills and understanding on developing and guiding others

Education/Experience

- High School Diploma or GED
- Bachelor's degree, required
- 5+ years of work-related experience

Working Conditions and Requirements

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to maintain a balance of concentration and stress tolerance to carry out daily role responsibilities.

This position will require the ability to frequently traverse and/or remain in a stationary position for prolonged periods. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 25 pounds on occasion.

At Life.Church, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent Life.Church's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by a staff member or intern at Life.Church is to uphold and represent Life.Church and our beliefs in all areas of personal and professional life.

Employee Name (Printed)

Employee Signature

Date

Team Leader Signature

Date