Job Description
Digital Security Manager

Job Title / **Digital Security Manager**

Location / **Washington D.C.**

Contract Length / **Permanent**

Employment Type / **Full Time**

Start Date / **ASAP**

Salary / **$70,000 - $85,000 depending on experience**

Moonshot believes that marginalized people in society – including people of color, people from working class backgrounds, women, Disabled and LGBTQIA+ people – must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other communities who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind violent extremism and online harms in an in-depth way and do better work to counter them.

About this role
Moonshot is at the cutting edge of efforts to tackle online harms – from violent extremism and gender-based violence to disinformation and child online exploitation. Using our in-house custom-built suite of tech products, we find those vulnerable to or spreading extremist messages, enhance understanding of who they are and how they behave, and deliver campaigns and interventions to offer them support and alternatives that break the cycle of radicalization and violence.

Technology is central to who we are and what we do – being safe and secure online is non-negotiable. We are looking for a digital security expert who can take our security to the next level as we grow and scale at pace. We are adding new areas of interest, new clients and new locations to our work all the time – London, Washington D.C. and a soon-to-launch tech team in Dublin.

This is a business critical role – you'll not just have our back, but help us grow. You'll secure our networks while you help us spot new opportunities. You will sit at the heart of the Moonshot mission. You will report into the Director of Operations and have a small team of dotted line reports across the organization.

Responsibilities will include:

Leading our digital security:
- Oversee our digital security policy to ensure Moonshot adheres to the very latest best practice – and future proof our policies in real time as we continue to grow;
- Maintain relationships with all security and IT suppliers to ensure we get the very best service, value for money and economies of scale as we expand geographically;
- Manage our assets – network, hardware, software, people – working in collaboration with our external partners;
- Maintaining a compliance system, including spot tests and pentests, to ensure our policies are delivered in practice across the team;
- Oversee relevant certification, including Cyber Essentials Plus and ISO 27001, and lead certification in new markets, notably the United States where we will need to comply with exacting standards set by federal government clients;
- Motivate and inspire the team to understand the importance of security to their work and build a culture of security across the organization, including through onboarding, innovative training and ongoing education.

Monitoring threats and responding to security incidents:
- Oversee threat monitoring, using a range of technology products, and maintain a network of external experts to enhance our understanding of potential threats;
- Respond to security incidents, maintain security logs and analyze the changing risk environment;
- Work with key staff and project teams to help them understand and manage the risks inherent within their work;

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- Manage travel risk for Moonshot;
- Own and deliver Moonshot's digital business continuity plan;
- Work with colleagues, including the Director of Operations, Director of People and Culture and Director of Communications on incident response and lessons learned.

Infrastructure:
- Oversee information security across the organization, working closely with the Data Protection Officers to ensure compliance;
- Manage IT infrastructure, developing a roadmap to improve quality and scale in line with Moonshot's global growth;
- Manage access rights for employees and consultants;
- Ensure consistent reviews and vetting of all new software and manage the approvals process in tandem with Program Teams;
- Liaise with external providers on the maintenance of digital infrastructure;
- Support Moonshot's Tech Team on secure access to internal tools and platforms.

Business Development:
- Develop and maintain a coherent account of Moonshot digital security as a selling point for clients and potential clients and to enhance our reputation;
- Contribute to proposals and contracting to ensure our digital security meets client needs;
- Help project teams to understand how to get the best and most out of technology in order to enhance productivity while maintaining the highest levels of security;
- Support the tech team as they build the next generation of Moonshot products to ensure they come to market safe and secure;
- Help us to understand the security requirements as we extend our work with private sector clients, including benchmarking new competitors as we expand into this market.

Requirements:
This is an exciting opportunity for a digital security professional who wants to help drive growth for an innovative tech company working on some of the world's most difficult and pressing challenges. We are looking for someone who can both keep us safe – while also pushing us to do more and better. We are interested in hearing from you if you have:

- Experience of managing digital security in at least a small to medium size company;
- Experience of assessing and managing risk;
- An entrepreneurial and problem-solving mindset;
- Experience in a multi-country or global company;
- Excellent communication and interpersonal skills, including experience working with people with varying levels of technical knowledge.
- In addition, we require and will check on candidates' eligibility to work in the US. Candidates will be expected to undertake and pass any relevant security clearance procedures per the needs of clients.

We expect all Moonshot team members to be:

- Highly organized and self-motivated;
- Comfortable working in a fast-growing international company;
- Fully signed up to our organizational values and committed to our mission;
- People exhibiting the very highest levels of integrity.

About Moonshot
Moonshot is a social enterprise which specializes in disrupting and reducing online harms across the globe. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programs, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

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We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and public safety issues.
- Collaborating with partners and working for clients including governments, NGOs and private sector organizations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

Working at Moonshot

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

Moonshot Values that drive and guide our work each and every day:

- **Optimism –** We are ambitious and daring about our ability to impact global problems with innovative solutions, and positive about people's ability to change. We value joy, while pursuing a serious mission.
- **Kindness –** We recognize the unique value of every single member of our team. We care for and support our colleagues, and cultivate a safe working environment for all. We empathize with victims of online harms as well as those at risk of perpetrating them.
- **Authenticity –** We root our work in evidence, and see the humanity behind online harms. We remember the people behind the data points. As we navigate fast-changing trends and increasingly complex environments, we stay true to our mission: one based on creativity, integrity, and hope.
- **Accountability –** We push ourselves to be personally responsible and hold ourselves and others to account in our work; we believe that trust and challenge can co-exist. When we make mistakes, we acknowledge them and find ways to improve. We provide autonomy and opportunity to our team as a pathway to personal growth and collective excellence. We incorporate ethics in all aspects of our decision making.
- **Excellence –** We use our deep regional knowledge and subject matter expertise to deliver high quality work. Where we don't have the knowledge or skills, we find those who do, and build collaborative partnerships.
- **Equality –** We recognize the harms caused by racial inequality and gender inequality globally and especially in our own sector. We commit to our own ongoing education. We actively take steps to dismantle these, and other forms of inequality, through our internal policies and through the delivery of inclusive, ethical and effective programming.

Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favorable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, veteran status, national origin, citizenship, race or color and any other protected characteristic as established under law.

We recognize that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

Benefits package:

- Individually tailored training and skills development package.
- 15 days paid leave per annum plus federal holidays.
- Private healthcare package, including coverage for partners and children.
- Employee Assistance Program providing access to mental health support.
- Generous maternity and paternity package.

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Application process

To apply for this role please submit your resume and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

Why do you want to work for Moonshot?
How do you meet the requirements of this role?

In addition, the application form will ask you to respond to the following questions:

1.   **What do you think are the three most pressing digital security issues for an organization like Moonshot?**
2.   **Outline your experience in overseeing digital security for another organization.**

Applications without a cover letter will not be considered.

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