The Ultimate
**Vice President
of Enterprise
Architecture**
Job Description

By

Heller
Search Associates

Introduction

Since the emergence of digital technologies, businesses models are shifting to include new products (often software or data based), customer engagement channels, and employee productivity tools. Such dramatic business model changes require new technology tools along with an evolving technology environment to support them. Companies looking for a flexible, adaptable, and increasingly cloud-based technology platform need an architecture leader to show them the way.

Successful enterprise architects bring a lot to the table. They have expertise in every layer of the technology stack, the ability to direct a matrixed pack of entrenched and siloed technologists, a deep understanding of the business, and the interpersonal skills to sell concepts like micro-services and APIs to business executives. Deep technologist meets business strategist meets influential leader meets expert communicator. That's a tough combination to find in one person, but critical to any company that sees technology as key to its growth.

Companies looking for a flexible, adaptable, and increasingly cloud-based technology platform need an architecture leader to show them the way.

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Conventions used in this document:

✔ Indicates an item that applies to most VP of Enterprise Architecture positions.

☐ In consultation with the hiring committee and your external recruiting partner, consider whether this item applies to your enterprise architecture leadership position. Delete those that do not apply, or edit to suit.

✔ _____ Use this space to add to the list based on specifics of your company, your culture and the goals of the business.

Bracketed text (e.g. [Abcd]) is a prompt to replace the text with your information.

Italicized text are annotations for the benefit of the template user, meant to be deleted from the final job description.

*To use this as a template to create your custom VP of Enterprise Architecture job description, **click here** to download an edit-ready Microsoft Word version of this document.*

I. POSITION TITLE

While 'Vice President of Enterprise Architecture' is the job title often used by our executive search clients, we have seen and worked with several other titles that indicate the most senior person in the architecture function, with the same responsibilities.

In this section, enter the complete title you are using for the position.

For example:
- Vice President of Enterprise Architecture
- Senior Director, Enterprise Architecture
- Vice President of IT Strategy and Architecture
- Vice President, Architecture and Integration
- Chief Architect

II. ABOUT THE COMPANY

Provide a brief overview of the company and a website link. Boilerplate copy from your website or a press release may offer a good start, however we recommend that you tailor this language to suit your target audience.

Suggested contents for this section:

- ✔ Full name of the company
- ✔ Headquarters physical address
- ☐ Primary locations
- ✔ Company logo
- ✔ Website address
- ✔ Company description
- ☐ Mission or values statement
- ☐ Notable brands and major milestones
- ✔ Annual revenues or a comparable metric
- ☐ Number of total employees

III. ABOUT THE HIRING MANAGER

Provide a short introduction to the executive that your VP of Enterprise Architecture will report to.

Suggested contents for this section:

- ✔ Name
- ✔ Full job title
- ✔ Year they joined the company
- ☐ If promoted, their previous roles at the company
- ✔ Notable roles before joining the company
- ✔ Brief professional bio
- ☐ Headshot photograph

IV. POSITION SUMMARY

This section is the executive summary of the VP of Enterprise Architecture position.

For example:

[Company] is conducting a search for an experienced and highly qualified [job title] who will provide strategic IT leadership for the transformation and architecture of the company's IT portfolio. The [job title] will establish a vision that determines the direction for the IT organization, continually enhances the health of our IT landscape, and fulfills business objectives.

Reporting to the Chief Information Officer, and a member of the IT leadership team, the [job title] will be responsible for the health and effectiveness of key architecture processes such as standards management, lifecycle management and architecture governance. He/She will drive the IT architecture, strategy and governance of technology selection and delivery across [company]'s businesses, applications, platforms and technology services.

The [job title] will play a critical role in modernizing [company]'s technology portfolio to drive an improved experience for our customers and employees. In addition, he/she will serve as the expert for enterprise architecture tools and technology, and will provide strategic consulting in the areas of external trends, architectural best practices and adherence to standards.

V. KEY RESPONSIBILITIES

This section lists the major areas for which your architecture leader will be responsible.

✔ Collaborate with technology and business stakeholders to develop an Enterprise Architecture vision and strategy that is aligned with [company]'s objectives.

✔ Establish and chair an architecture governance board responsible for ensuring effective and efficient use of IT resources and assets, and architecture and portfolio decisions that enable the long-term business strategy.

✔ Partner with business and IT leaders to ensure that architecture roadmaps continually align with business objectives.

✔ Turn business strategy into systems design by developing an architecture framework that enables adaptability, scalability, availability, and re-use.

✔ Manage and mentor a highly technical team responsible for the creation, implementation and maintenance of architectural strategies.

✔ Direct the development and documentation of the strategy linking [company's] application, data, solution, digital and technical architectures.

✔ Maintain a full understanding of all [company]'s technology implementations and integration with external service providers.

✔ Provide leadership in addressing the gap between enterprise architecture strategy and the IT organization's readiness to adopt.

✔ Identify emerging technologies to help drive solutions that increase business value.

☐ Lead development of architectural and security best practices to ensure that network and application reliability requirements are met.

✔ _____

✔ _____

VI. QUALIFICATIONS

This section lists the career experience, skills, and educational background required to succeed as your enterprise architecture leader.

Experience

✔ 10 years as an enterprise architecture leader, developing architecture strategy and roadmaps, and leading a team of architects.

✔ 15 years of progressively responsible IT experience and leadership roles, including IT strategy, integration management and application development.

✔ Effective partnerships with key IT and business leaders and teams.

✔ Track record of effective recruiting, management, coaching and development of high performing multidisciplinary teams.

✔ Developing business cases for technology investment.

✔ Leading an IT transformation or other large change initiatives successfully.

☐ Establishing and chairing the architecture review board.

☐ Portfolio management and project management leadership.

✔ _____

Skills:

✔ Visible leadership skills and executive presence; can motivate individuals and teams to achieve program and project objectives.

✔ Strong business awareness, a sound understanding of key business processes (e.g., order to cash, purchase to pay) and the way they impact business performance.

✔ Expertise in current and emerging technologies, and their potential business impact.

☐ Expertise with continuous delivery tools and DevOps practices.

☐ Expertise with serverless and microservices architecture.

☐ API design and integration skills leveraging modern data architecture methodologies and tools.

✔ Ability to build and sustain strong working relationships with both business and IT professionals, and to influence decision makers and stakeholders.

✔ Demonstrated collaboration skills, evidenced by the ability to get things done in a matrixed environment.

✔ Proven people leadership abilities and a high level of emotional intelligence (EQ).

✔ External orientation: able to focus on the needs of customers and consumers, and build external relationships that benefit the business.

✔ Excellent written and verbal communication skills; able to explain technology solutions in business terms; an effective listener and communicator.

✔ Superior analytical, evaluative, and problem-solving abilities.

✔ A strategic thinker focused on continuous improvement.

✔ _____

Education:

✔ Undergraduate degree in computer science, mathematics, engineering, or a related field.

☐ An MS, MBA or related advanced degree is a plus.

☐ _____

VII. LOCATION AND TRAVEL REQUIREMENTS

The city where the VP of Enterprise Architecture will be located, and a short description of the amount and nature of business travel. For example:

The [job title] will work from [Company] headquarters in [city], [state] and is expected to travel approximately [X] percent of the time, mostly to our U.S. locations (with international travel expected approximately [Y] times per year).

VIII. WHY THIS OPPORTUNITY IS COMPELLING

This is your opportunity to sell the company and your VP of Enterprise Architecture position to potential candidates. Imagine that you have a "rock star" candidate sitting in your office who you think could be your perfect hire – what would you tell her about the position, the company, and your culture to pique their interest? For example:

The [job title] at [Company] will:

✔ Join an organization that views technology as a strategic asset and competitive differentiator.

✔ Build (or develop) a world-class architecture team.

☐ Drive a major transformation that will have a significant impact on the company, its employees, and its customers.

✔ Be part of a company that values personal purpose, operational excellence and business results.

✔ Report to a visionary and highly respected CIO.

✔ Join a culture of collegiality, transparency, and respect [or insert 2-3 company values].

☐ Career advancement: the [job title] is on the CIO succession plan.

✔ _____

IX. INTERVIEW PROCESS

Provide interested candidates with a high-level summary of the major stages in the interviewing and hiring process.

☐ Initial phone screen with HR representative [or executive search partner]

☐ Candidate presentation to the hiring committee by executive search partner.

✔ Interview with hiring committee member by phone.

✔ First round of face-to-face interviews.

✔ Second round of interviews.

✔ Background and reference checks.

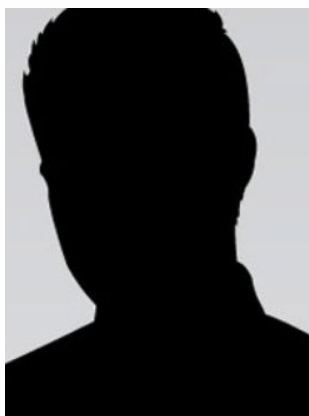✔ Offer, acceptance, confirm start date

✔ _____

☐ Drug screen

✔ Start

X. CONTACT INFORMATION

Provide the contact details for the person or people on the hiring committee, or for your executive search partner, for interested candidates to get in touch with to learn more about the position, and submit their resumes. For example:

Qualified candidates should contact:

✔ Name

✔ Job title

✔ Company (may be name of executive search partner firm)

✔ E-mail address

✔ Office telephone number

☐ Cell phone number

☐ Headshot photograph

XI. ADDITIONAL RESOURCES

• Access all of Heller Search's Ultimate IT Leadership Job Descriptions. Open

• What does it mean to be a transformational IT leader today? Read

• A DevOps primer for IT recruiters Read

• Heller Search library of career videos, blogs and publications. Open

XII. ABOUT HELLER SEARCH

Heller Search Associates is a retained executive search firm specializing in Chief Information Officers (CIO), Interim CIOs, Chief Technology Officers (CTO), Chief Information Security Officers (CISO), Chief Architects, Chief Digital Officers, and VP- and Director-level leaders in architecture, infrastructure, cybersecurity, innovation, application development, digital, data and analytics, e-commerce, user services and more. Our clients include Fortune 500, as well as mid-market companies, higher education, non-profits, small businesses and high-tech startups. Heller Search is a Certified Women-Owned Business Enterprise.

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