

IT Security & Compliance Specialist - London Automation

Join Our Mission to Revolutionize Healthcare Fundraising!

At London Automation, we're seeking a dynamic IT Security Specialist to join our innovative team in Cleveland, Ohio. If you're passionate about safeguarding technical infrastructure, maintaining compliance, and protecting critical systems while empowering fundraising organizations, this is your opportunity to make a meaningful impact. With a hybrid work environment, comprehensive on-the-job training, and a culture that values curiosity and collaboration, you'll thrive in a role that balances technical IT operations with strategic risk management.

About London Automation

- **Location & Focus:** Based in the vibrant city of Cleveland, Ohio, London Automation is a trailblazing AI software company specializing in fundraising solutions for healthcare organizations.
- **Mission:** Our mission is to empower philanthropy through innovative technology, combining advanced artificial intelligence with a deep commitment to data security and ownership.
- **Values:** Our core values curiosity, integrity, and continuous innovation guide us.

Job Purpose

As the IT Security Specialist at London Automation, you will oversee both physical and IT security operations across the organization. You will take ownership of compliance management through our Drata platform, maintain ISO 27001 documentation, lead security audits, conduct phishing testing, manage staff security onboarding, and administer cloud infrastructure to ensure seamless, secure business operations.

Duties and Responsibilities

Security Compliance & Audits

- **Drata Management:** Manage and continuously optimize our Drata platform to automate compliance tracking, monitor controls, and collect audit evidence.
- **ISO 27001 Maintenance:** Maintain all ISO 27001 security documentation, policies, and risk registers, ensuring full alignment with standard frameworks.
- **Audit Leadership:** Lead internal security reviews and coordinate external security audits from preparation through to remediation.

IT Operations & Technical Infrastructure

- **Cloud Infrastructure Administration:** Administer, monitor, and harden cloud infrastructure, identity access management (IAM), and core software systems.
- **Staff Onboarding & Offboarding:** Oversee the security workflow for onboarding new team members and offboarding departures, ensuring proper account provisioning and security training.
- **Phishing & Security Training:** Design and execute periodic phishing simulations and ongoing security awareness training across the organization.

Physical Security & Operations

- **Facility Security:** Oversee physical security measures for the office, including access control systems, visitor logging, and keycard management.
- **Asset Tracking:** Maintain asset inventories and hardware security standards for physical office equipment and employee workstations.

On-the-Job Training

We are committed to your growth. London Automation provides comprehensive training to ensure you understand our ecosystem, including:

- Internal cloud architecture and custom tooling configurations.
- Workflows within our Drata compliance platform.
- Data security standards specific to the healthcare fundraising domain.

About You

You are a proactive, detail-oriented security professional who balances technical execution with risk management. You thrive in collaborative environments, possess a strong working knowledge of compliance frameworks, and are dedicated to fostering a strong security culture across the company.

Required Qualifications

- **Education:** Bachelor's degree in Computer Science, Information Security, Information Technology, or equivalent practical experience.
- **Experience:** 3–5 years of experience in IT security, cloud administration, or compliance management.
- **Skills & Abilities:**
 - Hands-on experience managing security compliance platforms (e.g., Drata).
 - Direct experience maintaining ISO 27001 security documentation and facilitating security audits.
 - Experience administering cloud infrastructure and identity management systems.
 - Proven capability in managing phishing testing and IT security onboarding for staff.
 - Strong analytical, communication, and technical writing skills.

Preferred Qualifications

- Professional certifications such as CompTIA Security+, CISSP, CISM, or cloud provider security credentials.
- Combined background in both cloud infrastructure management and physical facility security.

Physical Requirements

- Manual dexterity to operate office equipment
- Ability to lift and transport up to 15 pounds
- Extended periods of standing, walking, and sitting
- Normal or corrected vision and hearing
- Adherence to standard precautions using personal protective equipment as required

Why Join Us?

London Automation offers a competitive salary, comprehensive healthcare benefits, 401K, generous PTO, and a flexible hybrid work environment. You'll be part of a forward-thinking team that values innovation, integrity, and impact. Ready to shape the future of healthcare fundraising? Apply today and let's explore the possibilities together!

Interested?

Submit your application to careers@londonautomation.com