

Title:	Head of IT & Security
Position Status:	Full Time
Workplace Type	In office
Direct Supervisor:	Director of Operations
Direct Reports:	None Initially
Location:	Portland, Oregon

About PKI Solutions

PKI Solutions is a leader in digital trust and Public Key Infrastructure (PKI), helping organizations secure identities, devices, and communications. As organizations face increasing complexity in identity, encryption, and machine trust, PKI Solutions enables visibility, control, and operational maturity across their cryptographic environments.

About this Role

PKI Solutions is hiring its first Head of IT & Security to build, own, and scale our internal technology and security functions. This is a true zero-to-one role with no existing IT or security function to inherit. You will operate as a senior individual contributor with full ownership, responsible for both setting the strategy and executing it directly. This role goes beyond traditional IT—you will design and operate the systems, controls, and processes that enable a high-growth cybersecurity company to run securely, efficiently, and credibly.

You will own internal IT and security end-to-end, lead SOC 2 and ISO 27001 readiness and ongoing compliance, and establish scalable, automation-driven systems. This is a deeply hands-on role where you will build and operate core systems yourself while handling day-to-day needs as they arise. This is a builder role, not a maintenance role, best suited for someone who thrives in ambiguity and prefers creating and owning systems from scratch.

Key Responsibilities

IT & Operational Leadership

- Build and own PKI Solutions' internal IT function from the ground up
- Establish scalable IT processes (onboarding, support, asset management, lifecycle)
- Define SLAs, operational metrics, and service delivery standards
- Manage vendors, budgets, and technology investments

Security & Compliance Ownership

- Own internal security posture across endpoints, identity, and infrastructure
- Lead SOC 2 and ISO 27001 readiness, audits, and ongoing compliance
- Manage vendor security reviews and customer-facing security requirements
- Own internal security policies, controls, and enforcement

Security Operations

- Implement and manage EDR/XDR, vulnerability management, and patching programs
- Lead incident response for internal IT/security events

Identity & Access Management

- Own Entra ID / Azure AD and Microsoft 365 environment
- Implement least-privilege access, MFA, and identity governance
- Automate provisioning/deprovisioning workflows

Infrastructure & Cloud

- Own infrastructure across Azure and local dev/test environments
- Manage backup and disaster recovery processes

Network, Endpoint & Workplace Technology

- Manage firewalls, Wi-Fi, and endpoint fleet
- Define and enforce device standards and lifecycle

PKI & Cryptographic Infrastructure

- Manage internal certificate lifecycle and key management
- Oversee HSMS and cryptographic systems

External Systems & Customer Security

- Manage website hosting, DNS, and TLS certificates
- Support customer security reviews and secure data sharing

SaaS & Automation

- Own SaaS ecosystem and integrations
 - Drive automation across IT workflows
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Required Qualifications

- Experience as a hands-on individual contributor with end-to-end ownership
 - Experience building or standing up IT/security functions in early-stage or zero-to-one environments
 - Strong hands-on experience with Microsoft 365, Entra ID, endpoint management, and Azure
 - Direct experience implementing SOC 2 and/or ISO 27001
 - Ability to operate effectively in ambiguous, fast-growing environments
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Preferred Qualifications

- Experience as the sole or primary IT/security owner
 - Background in cybersecurity or security-focused environments
 - Experience with PKI, certificates, or HSMS
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Success Criteria

- Seamless employee onboarding and access
 - Strong, measurable security posture
 - Successful SOC 2 / ISO 27001 audits
 - Scalable, reliable IT systems
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Other

- **Supervisory Responsibility**
 - This position has no supervisory responsibilities.
- **Work Environment**
 - This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets if applicable.
- **Physical Demands**
 - Ability to travel long distances and lift 10-15 pounds.
- **Position Type and Expected Hours of Work**

- This is a full-time position. Typical days and hours of work are Monday through Friday, between the hours of 8:00 a.m. to 5 p.m. or as scheduled with the employee's supervisor.
- **Travel**
 - No
- **Work Authorization/Security Clearance**
 - US citizenship evidenced via current I9 process.
 - Visa Sponsorship is not available.
- **Other Duties**
 - Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.