



POSITION DESCRIPTION

Position Information

JOB TITLE: Digital Innovation Project Manager
GRADE: E8
REPORTS TO: Vice President of Digital Innovation
HRS PER WEEK: 40

Location Information

Division (s):

- Office of the CEO
- Resource Development
- Publishing
- Partnerships

- Operations
- IT
- Marketing/Communications
- Finance
- Human Resources

Geographic Location (s):

- Colorado Springs
 - Miami
 - Remote / Anywhere
- (Open to other US location if there is a good fit)

Department:

Effective Date: October 1, 2019

Status: New
 Revised

POSITION DESCRIPTION

Digital Innovation Project Manager

Purpose

The Digital Innovation Project Manager will work with the Digital Innovation team to ensure that Biblica digital partnerships & initiatives are successfully executed. As Biblica continues to expand the range and number of digital partners, it is critical we are able to execute on partnership commitments, and drive partnerships forward in a timely fashion at the accelerated pace of technological innovation. This position will also support internal innovation initiatives, programs and products that need to be developed to better support Biblica partners.

Scope:

The Digital Innovation Project Manager will interface with the Innovation team, Biblica partners, as well as other Biblica departments to gain knowledge of all innovation projects and efforts and move projects forward.

Responsibilities:

- Build, manage and maintain a project and relationship management system to effectively manage digital innovation partnerships and projects—working within existing systems.
- Provide day-to-day project management for all digital innovation initiatives, using project management best-practices, and ensuring Biblica is able to maintain the highest levels of cost, timeline and quality control.
- Regularly interact with teams, both internally and externally, to keep initiatives moving forward and nurture relationships and partnerships.
- Maintain strong organizational knowledge around Biblica's key focus areas of Translation+, Rising Generations, and Frontline Church, including: ministry focus areas, general knowledge of translation process and current projects, available array of products and formats, programs implemented and geographic areas of operation. Utilize this knowledge to help effective framing of digital initiatives.
- Write Ministry Project Proposals (MPPs) related to digital and work closely with finance and advancement teams on fundraising related to MPPs.
- Monitor and track internal budgets, goals and action plans with innovation team for each strategic digital partnership following a moves-management concept.
- Work closely with teams to create and execute digital innovation strategies. This may involve brainstorming new initiatives, scoping out solutions, and managing the implementation of new projects, products or solutions.
- Ensure partners provide stories and feedback to the Marketing/Communications team on the digital impact of God's Word in the partner ministry.
- Work closely with technology teams on managing and implementing technology projects, including media initiatives, apps, web platforms, and the like.
- Provide administrative support for scheduling meetings and coordinating staff across time zones.

Qualification and Competencies:

- Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, Christian Community Policy and Statement of Faith.
- Strong love and passion for the Bible and a desire to see people engage in it.
- Minimum of a four-year degree from an accredited college or university in business administration, project management, or related field.
- Project Management Certification or training preferred.
- At least 3-5 years' demonstrable experience in project management.
- Experience with Scrum preferred.
- Able to translate conversations & input from non-technical personnel into business requirements and actionable project tasking.
- Strong understanding of technology and digital experiences. Able to speak intelligently with technologists and understand the nuances of the modern tech landscape.
- Strong communications skills—both written and oral.
- Comfortable with a wide array of technology platforms, and able to quickly learn and understand new platforms and systems.
- Experience with a wide range of project management tools a plus, especially web-based tools such as Trello, Asana, ClickUp, JIRA, etc.
- Experience in a technology firm, or project managing technology products such as app development, website development, and other technology solutions.
- Experience working in a cross-cultural environment a plus, including in a ministry environment. Able to communicate across language and cultural barriers.
- Understand the process of networking, generating leads, and follow through (moves management).
- Demonstrated effectiveness as a team player and manager.
- Ability to work closely and build relationships with diverse groups of people.

Resource Responsibilities:

- The Digital Innovation Project Manager will efficiently manage budgeted resources such as: travel, conferences, project budgets, etc. They will abide by the ministry guidelines for travel and entertainment.
- Signature authority of \$2,500

Reporting Relationships:

This position reports to the Vice President of Digital Innovation

The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.