

## Project Manager – Disaster Response

### Who We Are:

The Water Mission® organization is a Christian engineering nonprofit that designs, builds, and implements safe Water, Sanitation, and Hygiene (WASH) solutions for people in developing countries and disaster areas. Since 2001, Water Mission has used innovative technology and engineering expertise to provide access to safe water for nearly four million people in 55 countries. Water Mission has 350 staff members working around the world in permanent country programs located in Africa, Asia, Latin America, and the Caribbean.

Notably, Charity Navigator has awarded Water Mission its top four-star rating 12 years in a row, a distinction shared by less than one percent of the charities rated by the organization. To learn more, visit [watermission.org](http://watermission.org).

### Position Summary:

Working under the direct supervision of the Director of Disaster Response, this position is responsible for applying sound project and program management techniques and excellent written and verbal communications skills for a variety of international disaster response projects. This position will manage scopes of work, schedules, and budgets for various disaster response projects and will require significant field team and client/donor interaction. The position is based in Charleston, SC, USA, and will require international travel to remote destinations that have recently experienced or are recovering from a serious disaster. Travel typically occurs multiple times per year for durations of 2 to 4 weeks at a time. Other travel may also occur for training and partnership collaboration.

### Position Responsibilities:

- Maintains a strong Christian witness to colleagues, vendors, donors, charitable beneficiaries, and the general public
- Works in a team environment to provide direction and assistance for deployed project managers, engineers, technicians, volunteers, and other individuals
- Prepares written proposals and cost estimates for assigned programs and projects
- Manages multiple simultaneous disaster projects
  - Maintains good communication with the project investor(s), i.e. in-country staff and in-country partner organizations
  - Ensures that projects are executed according to an agreed-upon scope of work, design, schedule, and budget
  - Prepares and submits agreed-upon project status reports
- Coordinates both local and international shipments
- Provides approval of all program and project related expenses and purchase orders
- Works with the Engineering and Development departments to implement and develop new project standards, processes, and research studies
- Conducts field inspections and site assessments in deployed locations

- Works with team to track and map progress and maintain regular sitrep updates
- Participates in other disaster response activities as needed
- Works with Senior Leadership to develop and implement annual operating plans and budget
- Works with the director to develop and conduct training programs for disaster response such as advance first aid and buddy care, personal and team security, readiness, and post deployment reintegration
- Prepares and presents presentations to the Operations Team, Strategic Partners, donors, and volunteers
- Works with the director to develop and implement talent acquisition processes for the growth of the disaster response group/teams

**Qualifications Required:**

- Committed Christian with an active relationship with Jesus Christ
- Bachelor's degree in Construction Management, Emergency Management, Science, Mathematics, or Engineering, or equivalent work experience
- Minimum 2 years of project management experience, 5+ years preferred
- Advanced skills with MS Office suite (Word, Excel, Outlook) and familiarity with engineering software such as MS Project, AutoCAD, etc.
- Excellent analytical skills
- Exceptional project management skills
- Well-developed relationship and conflict resolution skills
- Strong verbal and written communications skills

**Competencies:**

- Teamwork
- Concern for Quality
- Flexibility
- Production Efficiency
- Results Orientation

**Interested, qualified applicants should apply at:** <https://watermission.org/get-involved/join-our-team/careers/>