



IT Project Manager

Who We Are:

Water Mission® is a Christian Engineering Ministry focused on saving lives by providing sustainable access to safe water and sharing the good news of eternal salvation through Jesus Christ. As a Christian ministry we exist to honor God by loving Him, loving other people, and being intentional about sharing God's love for us through his Son Jesus. As an engineering organization we design, construct, and implement safe water, sanitation, and hygiene solutions for people in developing countries and disasters.

The ministry was founded in 2001 as a 501(c)3 public charity. Our commitment to our Core Values of Love, Excellence, and Integrity has positioned the ministry to be used by God to develop innovative engineering and community development systems, processes, procedures, and technologies that have provided safe water and the Gospel to over four million people in 55 countries. Currently, Water Mission is headquartered in Charleston, South Carolina where a staff of approximately 70 engineers and specialists in the areas of logistics, community development, Biblical stewardship, marketing and communications, donor care, finance/accounting, and information technology, support a global staff of approximately 350 engineers, technicians, community development specialists, and support personnel in country programs located in Africa, Asia, Latin America, and the Caribbean.

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. Since its inception, Water Mission has felt called to a two-part strategy. Part one is to implement best in class safe water projects to save people's lives. Part two is to be a resource to other global implementing organizations in order to achieve transformational scale in the rate at which people's lives are saved. For the last nine years, we have witnessed the Lord's blessing of this ministry that has positioned us to accomplish our strategy. Significant and sustained growth in the ministry is now requiring that we restructure our current organizational structure and recruit experienced and highly talented executive leaders. Learn more about Water Mission at watermission.org.

Position Summary:

Under the direction of the Chief Information Officer, the IT Project Manager provides development and execution leadership for the definition, coordination, and successful delivery of Information Technology related initiatives for Water Mission. These initiatives will have varied complexities ranging from smaller-scale IT specific projects to larger-scale, enterprise-wide, multi-project programs, and will require collaborative leadership over systems engineers, contractors, vendors, online editors, and other resources throughout the ministry to ensure that all the project team members have a complete understanding of their roles and tasks, and the sponsor's project requirements and expectations. This position is responsible to manage the overall direction of the project, timeline, and sponsor's expectations; must be able to strategically manage situations that may unexpectedly evolve in the course of the project; and successfully complete the project as committed.

Position Responsibilities:

- Provides Develops project plans--project charters, data flow/process flow charts/relationship diagrams, communication plan matrix, risk assessments, work breakdown structures, timelines and any other template documents required for projects
- Manages and executes Information Technology projects based on PMP and Agile principles and best practices
 - + Ensures business requirements, technical solutions are agreed and documented

- + All required project team members identified and included
- + All tasks, resources and schedules are in the work breakdown structures
- + All required communications are identified, planned and scheduled
- + All training identified resourced and scheduled
- Where required ensures affected business processes are identified and documented, system configuration/integration/development tasks are identified and documented, test scripts and expected results are created, and training requirements identified and documented
- Ensures appropriate funding is made available prior to execution of project and manage the project to be within budget
- Develops and maintains strong, effective relationships with project teams and major stakeholders and sponsors
- Works with the Project team and Project Managers of other concurrent projects as well as IT senior management to analyze project plans for realistic objectives, scope, process and priority
- Identifies and manages to major project milestones
- Helps build and maintain customer relationships, monitoring customer perceptions of the deliverables, and providing customers with education and options when challenges arise during the project
- Executes, tracks and reports time and progress against project break down structure and project plan milestones
- Manages the process of tracking and communicating issues, risks, and action items
- Provide periodic activity summary reports to Project Sponsor and IT senior management concerning project accomplishments, unplanned activities and other issues
- Maintains up-to-date weekly communications of project status to project team, project stakeholders and IT senior management
- Helps manage post-project activities including project assessment and documentation (e.g. lessons learned, and customer satisfaction surveys)
- Provides and implements suggestions to improve overall Project Management processes to make each phase of the project more efficient
- Adhere to IT standards, policies and procedures

Qualifications Required:

- Personal and living relationship with Jesus Christ as Savior
- Personal conviction in alignment with Water Mission's statement of faith and lifestyle, demonstrating core values of Love, Excellence, and Integrity
- Bachelor's degree in Computer Information systems or equivalent experience/certifications
- 2-4 years' experience in project management for the IT industry
- Knowledge of basic PMI project management methodology, or equivalent
- Maintains a high degree of integrity and ethical behavior in all business activities and decisions; lives with integrity derived from biblical values and demonstrates standards of conduct that meet or exceed company or legal requirements
- Alignment with the principles of servant leadership as embraced within Water Mission
- Self-motivated; diplomatic; articulate; decisive; approachable; flexible; concern for long-term effectiveness
- Creative thinker, effective problem-solver
- Ability to manage multiple projects at various stages
- Skilled communicator and negotiator; able to resolve conflicts, disagreements, and misunderstandings
- Strong attention to detail and able to assemble clear, concise, and accurate project documentation
- Lead project teams to successful project completion



- Ability to work with little supervision

Competencies:

Results Orientation

- Sets stretch goals
- Strives to achieve goals
- Develops standards against which to measure behavior and performance

Managing performance

- Takes action without being asked or required to do so
- Operates well in situations when the consequences of decisions and actions are unclear

Concern for quality

- Carefully prepares materials, approaches, and resources
- Monitors accuracy and quality of others' work and takes action to correct mistakes

Teamwork

- Fulfills commitments to other team members
- Elicits feedback from internal and external customers to monitor their satisfaction

Attention to Communication

- Organizes and expresses ideas clearly
- Creatively identifies and utilizes effective communication methods and channels

Interested, qualified applicants should apply at: <https://watermission.org/careers/>