



Baltimore-Washington Conference

The United Methodist Church

CAREER OPPORTUNITY

Job Title: Program Manager
FLSA Status: Exempt/Full-Time
Reports To: Director of Connectional Ministries
Location: Fulton, MD

Position Overview

The Connectional Ministries Program Manager will support the design, implementation and effectiveness of programmatic and project work that advances the Baltimore-Washington Conference's mission of inspiring and equipping local faith communities to develop disciples of Jesus Christ for the transformation of the world.

General Responsibilities

- Designs, implements, and manages activities associated with grants related to Connectional Ministries.
- Collaborates with other BWC departments, including Finance/Operations, Leadership and Congregational Development, New Faith Expressions, Districts and Communications to ensure that efforts are aligned and operating smoothly.
- Manages data collection and delivery and tracks progress related to Key Performance Indicators for assigned programs and initiatives.
- Prepares written reports to communicate programmatic successes and challenges to leadership, and other key stakeholders.
- Ensures that Connectional Ministries milestones/goals are met while monitoring and adhering to approved budgets.
- Supports major events as determined by the Executive Team.
- Collaborates with leadership and subject matter experts to identify opportunities to improve work flow and reduce logistics costs.
- Builds and maintains strong collaborative relationships.
- Equips key leaders to: a. plan and manage projects; b. measure impact; and c. track progress in ministry.
- Provides support as needed to the following teams: Nominations, Abundant Health (which includes VIM/ERT) and Advocacy & Action.
- Other duties as assigned by the Director of Connectional Ministries.

Qualifications

Education & Experience

- Bachelor's degree required. Master's degree or other relevant leadership position preferred.
- Minimum of five years of progressive experience related to complex project and program management including development, implementation and continual evaluation, with demonstrated positive outcomes.
- Ministry development skills necessary especially experience initiating and evaluating new ideas and translating them into sustainable ministry.
- Experience in project management and ministry management; certification is highly preferred.
- Experience with budget and financial systems.

11711 EAST MARKET PLACE, FULTON, MD 20759-2594

BECOMING FULLY ALIVE IN CHRIST AND MAKING A DIFFERENCE IN A DIVERSE AND EVER-CHANGING WORLD



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- An ever-deepening relationship with Jesus Christ required with active membership in a United Methodist Church preferred.

Skills and Attributes

- Passionate about Jesus and compassionate for all God's people.
- Personal credibility through strong communication skills (written and verbal), achieving results, and trusted relationships internally and externally.
- Excellent facilitation and project management skills with ability to lead the project teams, and to drive tasks to completion while gaining the cooperation of others.
- Strong skills and experience with diagnosing and resolving complex problems and opportunities.
- Proficient in computer skills needed to support project tactics and is willing to learn new technologies as needed. Familiarity with technological software and hardware platforms that support program management.
- Ability to solve problems and exercise objective judgment while maintaining exceptional customer service. Maintains flexibility to deal with changing priorities and workload demands.
- Must be a collaborative team player, able to take initiative, and to work in a fast-paced environment.

How to Apply

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to ftago@bwcumc.org by Friday, March 2, 2018.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Baltimore-Washington Conference is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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