



## MINISTRY DESCRIPTION

**Title:** Business Project Manager  
**Division:** Program  
**Working Group:** Global Program  
**Reports to:** Administration Director

**Schedule:** Regular, full-time  
**FLSA:** Exempt

### Ministry Function

The Business Project Manager supports the ministry of Convoy of Hope by providing operational support and project management for Global Program (GP).

### Essential Duties & Responsibilities

1. Manage all aspects of the GP working group budget. Perform financial analysis on GP budget and make recommendations for strategic planning.
2. Perform business case analysis to inform decision-making and strategic planning objectives.
3. Manage operational data and perform data analysis related to operational support functions of the working group.
4. Lead strategic project management meetings; accountable for fulfilling project objectives.
5. Manage assigned GP projects in conjunction with various teams in the GP working group.
6. Liaison with other Convoy of Hope working groups, field staff, and field partners to achieve project management objectives.
7. Manage the development of systems and processes related to assigned objectives.
8. Manage the planning, implementation, and execution of assigned projects.
9. Within the scope of project management, engage in problem solving to manage issues and remove barriers to project planning, implementation, and execution.
10. Other duties as assigned.

### Required Knowledge, Skills & Abilities

1. Bachelor's degree is preferred; 2+ years college education is required.
2. 2+ years of relevant experience is required.
3. Position is based in Springfield, Missouri.
4. Significant cultural understanding and awareness is required to handle sensitive issues and maintain vital relationships.
5. Ability to use a computer and software programs including but not limited to Microsoft Office (Word, Excel, PowerPoint); Monday.com or other project management software experience is preferred.
6. Strong organization skills and meticulous attention to detail.
7. Problem-solving skills; possesses the ability to remain calm under pressure and maintain tact in difficult situations.
8. Excellent written and verbal communication skills.
9. Excellent grammar and punctuation skills.
10. Ability to follow verbal directions and written processes accurately and methodically.
11. Ability and willingness to travel both domestically and internationally if requested; minimal travel is anticipated.

12. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
13. Ability to positively represent the GP team and the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
14. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

### **Supervisory Responsibilities**

No supervisory responsibilities at this time.

Created: April 14, 2021