

**Job Title:** Senior Creative Project Manager

**Team:** Creative Services

**Division:** Marketing and Events Team

**Group:** Marketing and Ministry Support

**Location:** Alpharetta

**Reports to:** Creative Operations Manager

**Exempt/ Nonexempt:** Exempt

**Southern Baptist Required:** Yes

### **SUMMARY:**

The Senior Creative Project Manager (SCPM) is responsible for modeling the project management process to other Creative Project Managers (CPM). The SCPM coaches the CPM with technique, communication methods, relationship skills, and over all best-practices to insure a successful project execution

The SCPM also proactively manages marketing projects through the entirety of the marketing process, which includes initiation, collaboration, creation, review, and delivery – while vigorously developing strong relationships with assigned ministry partners as well as the marketing team (design, video, content, digital, etc.) and external vendors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Join in the effort to grow a healthy team culture that centers around community, excellence, collaboration, proactivity and candor.

#### **Project Management (75%)**

- Oversee and drive all aspects of project execution from beginning to end.
- Manage relationships by fostering an environment that our Ministry Partners trust their best interests and objectives are represented.
- Coordinate with ministry partners in creating a project brief that determine a clear project scope, implantation tactics, and defined objectives which outline a successful project execution.
- Add value to projects by making recommendations that utilize new and existing resources, techniques, and solutions.
- Plan and document the necessary project tasks within the project management software to insure a timely and organized implementation
- Maintain excellent communication with ministry partners by managing expectations, gaining necessary approvals and communicating deadlines.
- Actively work with the marketing team by representing the Ministry Partner and their objectives for task completion.
- Generate helpful and informative weekly reports that update stakeholders on project status
- Meet with vendors to maintain relationships, learn of new products and techniques, industry shifts, and to communicate future goals and objectives.
- Actively work with vendors and the Procurement Team to insure work orders are submitted prior to production deadlines.
- Insure accurate and timely invoice processing
- Review project goals and efficiencies and document take aways for future learning opportunities
- Other duties as assigned



### **Coaching and Guidance (25%)**

- Provides leadership and guidance for the project team by teaching technique, communication skills, and over all best-practices in project management and relationship skills
- Assists the Creative Operations Manager (COM) with project oversight by influencing and motivating team members to meet project goals, adhering to their responsibilities and project milestones.
- Helps identifying problems and inefficiencies' with systems and processes
- Leverages expertise in the creative process and makes recommendations to enhance the product execution.
- Acts as an internal quality control check for all projects
- Assists in the documentation of systems and processes
- Determines the frequency and content of status reports from the project and project team and analyzes results and troubleshoots problem areas
- Keeps the COM up to date on current issues and trends

### **SKILLS AND REQUIREMENTS:**

2+ years of project management experience, including tracking and planning projects

1+ years of previous experience as Creative Project Manager

Highly motivated self-starter with strong work ethic.

Strong leadership, diplomatic and motivational skills including the ability to lead up, across and down multiple business and technology organizations

Strong organization skills

Knowledgeable of the project management

processes Excels in team working environment.

Ability to execute all job assignments.

Strong interpersonal skills and the ability to initiate relationships that build trust and influence people.

Intermediate level of computer proficiency and technology skills.

### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree or equivalent; or three or more years' related experience

2 years of on the job training experience of relational experience and process training

### **CHRISTIAN WALK:**

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus

1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

### **COMMUNICATION SKILLS:**

Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Experience writing a formal letter or report, a proposal, background briefings, memos, email communications and personal notes is strongly desired. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information to top management and public groups.



**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

**OTHER SKILLS, ABILITIES AND QUALIFICATIONS:**

Knowledge of NAMB purpose and strategy. Advanced understanding of the Southern Baptist Convention, Baptist doctrine, history and polity, and the interrelationships of SBC agencies, state conventions, associations and churches. Proficient in presentation skills.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**PERSONAL QUALITIES:**

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment, and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.