**Director, Program Management Office**

Finance and Administration

Position Description

Supervised by: Vice President, Technology

Supervises: Project Managers, Process Improvement Manager, Business Analysts

Status: Full-time / Exempt

Location: InterVarsity’s National Service Center - Madison, WI

**To advance the purpose of InterVarsity, this position will** develop and direct the functions of program

management, technology governance and business analysis. This role supports the goals of InterVarsity through effective prioritization, management, monitoring and completion of strategic projects on time, on scope and on budget and will build organizational capability in effective project and program management. The role will also work closely with the Vice President, Technology to accelerate the ministry of InterVarsity through providing strategic leadership in program management, consultative services and technology governance in partnership with the Strategic Planning Office as we advance witnessing communities of Christ followers on every corner of every campus.

**MAJOR RESPONSIBILITIES:**

**Spiritual Growth:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God’s Word, God’s people of every ethnicity and culture, and God’s purposes in the world.
* Be a lifelong learner who prizes the discipleship of the mind; particularly staying current on issues of program management, process improvement, and business practices within ministry.

**Leadership:**

* Communicate vision for project management and technology governance as a critical mission accelerator.
* Create and lead a center of excellence for program/project management, technology governance and business analysis.
* Manage specific Programs as assigned for strategic organizational impact.
* Establish a consistent process for the identification, selection, prioritization, monitoring and completion of strategic projects and assist the Strategic Planning Officer to manage projects and programs composing the Strategic Plan.
* Develop and implement a standard tool set of project and program management processes for use across organization.
* Develop and subsequently implement an organization wide process for technology governance.
* Lead and develop governance processes to ensure cross-functional oversight of PMO and major programs.
* Influence project managers across the organization, including those not reporting in to this position to educate/train, and develop their PM skills, building a virtual team dedicated to project management excellence across organization.
* Develop and implement an effective model for management of project capacity at InterVarsity.
* Develop and maintain a long-range project timeline to facilitate planning across the movement.
* Seek out and facilitate synergy, collaboration, and efficiency opportunities between projects and provide transparency to the interdependency and capacity requirements of projects.
* Model good stewardship of organizational resources (e.g., people, time, money, systems, and materials).

**Collaboration:**

* In partnership with leadership , collaborate to champion business process improvements that enable organizational processes to scale and rely on enhanced technology.
* Provide training and consultative services in partnership with other lines to support their strategic initiatives.
* Collaborate with the Technology Services to ensure alignment of all projects with the InterVarsity Technology Architecture Strategy.
* Collaborate with the Strategic Planning Office to track and report on strategic metrics.
* Build close partnerships with movement leaders outside of Finance and Administration, especially VP, Strategy and Innovation.
* Facilitate transparent communications and build trust by establishing and monitoring measures for success and providing regular reports on key metrics.
* Assist leaders across the movement to develop successful project proposals.

**Supervision:**

* Lead project managers to accomplish objectives for InterVarsity’s strategic plan projects, with particular focus on critical high-priority technology projects.
* Recruit, hire, train, develop, supervise, and retain project and program managers to loan to project sponsors to run key strategic projects.
* Hire and train business analysts to better document requirements and business process improvements.
* Provide regular encouragement, accountability, and ongoing feedback on individual performance.
* Manage external consultants as necessary to augment workforce during periods of needed expertise or volume.

**Administration:**

* Develop program management dashboards at individual project level through to consolidated enterprise level for all strategic projects/programs within scope.
* Develop and manage annual budgets for programs and efforts in accordance with InterVarsity policies and procedures.
* Select and implement technology as needed to assist in program/project management.
* Ensure compliance with all InterVarsity policies and procedures.

**Develop a funding base (amount to be determined):**

* Develop and contact a list of potential donors
* Communicate with donors quarterly

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith. Abide by InterVarsity’s Code of Conduct.
* Thorough knowledge of or the ability to learn: the purpose, vision, ministries and policies of InterVarsity.
* Theological acuity and spiritual maturity.
* Bachelor’s degree required. Master’s degree preferred in Project Management, Business Administration, or related field.
* A working knowledge of current Microsoft software applications (Office365, Word, Access, Excel, and PowerPoint); a willingness to learn ERP and CRM technologies.
* Five or more years of experience in management of complex projects and supervision of project teams.
* PMP certification strongly preferred.
* Experience leading complex cross-functional projects involving enterprise solutions.
* Ability to anticipate and respond to new demands, priorities, challenges and obstacles.
* Ability to take charge of tasks and work independently without close supervision.
* Ability to cast vision, build partnership and exert influence without direct authority.
* Excellent leader who can effectively leverage team; leads by example, and demonstrate leadership capabilities in negotiation, problem solving, decision making, and delegation.
* Demonstrated proficiency in managing multiple projects, tasks, details and complex projects.
* An ability to communicate complex topics in a simple and straightforward manner to diverse audiences both verbally and in writing.
* Creative problem solving, and a disciplined, detailed and diligent approach to project management.
* Strong analytical skills with a high capacity for managing complexity including researching/understanding core issues and desired outcomes.
* Strong financial acumen. Experience preparing and managing department and project budgets.
* Commitment to work/collaborate with others in a diverse, cross cultural team environment, including conflict resolution and leadership when crossing cultures.
* Willing to develop a prayer and financial support team.
* Willingness to travel.

**FRAME OF REFERENCE**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**VALUES:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**MATURING DISCIPLE OF JESUS CHRIST:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22 “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**TEAM WORK:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)