



THEALLIANCE

**The Christian and Missionary Alliance**  
8595 Explorer Drive  
Colorado Springs, CO 80920  
(719) 265-2001

Contact: Jan Peacock  
Posting date: 5/3/19  
Full-time  
Onsite

**Please apply online at this link:**

<https://www.cmalliance.org/jobs/national-office/employment/project-manager/insert-link-here>

The Christian and Missionary Alliance (C&MA) is seeking an experienced Project Manager. This is a full-time position located in Colorado Springs. This position is under the direction of the Assistant Vice President for Church Advance and Multicultural Ministries and is responsible for managing a variety of projects throughout the National Office. In the performance of these duties, this position will support the overall mission of the C&MA as described below.

**Requirements:**

- 5–7 years of experience in a similar position required
- 3–5 years of experience with the C&MA preferred
- Four-year college degree required, with strong preference to a degree in the Engineering field
- Additional training/experience/certifications are beneficial
- Working knowledge of Microsoft Office including Outlook, Word, Excel, project management software, and others as assigned

**Responsibilities:**

- Completes assigned projects by organizing and controlling project elements
- Accomplishes project objectives by planning and evaluating project activities
- Develops comprehensive project objectives and plans to be shared with CM's executive team as well as other staff members at various levels in the organization
- Tracks project performance, specifically to analyze the successful completion of short-term and long-term goals
- Determines project schedule by studying project plans and specifications, calculating time requirements, and sequencing project elements
- Maintains project schedule by monitoring project progress, coordinating activities, and resolving problems

- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommends actions
- Cultivates relationships among team members in CM, other areas of ministry, and districts and illustrates how individual team members affect the success of the entire project
- Communicates effectively during daily interactions with CM leadership to interpret their needs and requirements
- Manages project budgets when applicable
- Delegates effectively to CM staff members as needed
- Attends and works at biennial General Council as requested

The C&MA is an evangelical denomination committed to planting churches both in the United States and internationally. The C&MA is committed to world missions, stressing the fullness of Christ in personal experience, building the Church, and preaching the gospel of Jesus Christ to the ends of the earth. The ultimate goal of all programs, functions, and activities undertaken by the C&MA is to further the foregoing purposes and to give spiritual and organizational support to all general members of the C&MA, so that they are free to preach the gospel, to plant churches, and to hasten the return of the Lord and Savior Jesus Christ.

Because of the C&MA's primary and exclusive Christian and religious purposes, the C&MA will employ only individuals who:

- Profess a personal belief in Jesus Christ as personal Savior; and
- Accept and live in accordance with the C&MA Statement of Faith; and
- Are an active member in a local evangelical Christian church; and
- Accept and abide by the Policy on Alcohol and Marijuana Use; and
- Accept and abide by the Statement on Sexuality