

CDF Capital Job Description

Title: IT Project Manager I
Reports to: Director of Technology Services
Department: Technology Services
Classification: Regular Full-Time, Salaried Exempt

Position Summary

The IT Project Manager will plan, organize, execute and manage technical projects and company applications to ensure they run smoothly. They are aware of departmental needs, company goals and employee coordination to bring a project to completion. Most projects they manage will involve the company's IT goals and processes, such as software and app development and data management.

Essential Functions:

- Serve as Project Manager on most IT projects and occasional projects outside of IT.
- Manage CDF Capital project portfolio and the interface with internal software development and external software vendors
- Serve as consultant/coach in development of process documentation and optimization
- Administration, support and training for applications such as CRM and other integral software packages
- Organize monthly project meetings to discuss project goals and progress
- Special projects and duties as assigned

Key Qualifications:

- A living, vital faith in Jesus Christ
- Bachelor's Degree in Computer Science, Information Technology, or Business Management preferred
- High School Diploma or equivalent required
- Minimum 3 years I.T. experience with ever increasing responsibilities
- Previous experience in non-profit and/or banking industry preferred
- Excellent oral and written communication skills
- Excellent documentation and organizational skills
- Excellent time management skills
- Excellent working knowledge of business analysis, project management and project portfolio management
- Ability to learn new systems and applications quickly
- Strong analytic and problem solving skills
- Excellent resource planning and task scheduling skills
- Action and team oriented
- Process Street experience a plus
- CRM experience a plus

Nature and Scope of Job:

Challenges

Keeping pace with growing and changing organization. Recommending changes and/or improvements to existing processes and offering insight into new ways of conducting business.

Interactions

All employees, and other external vendors

Working Conditions

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The employee must sit for prolonged periods, and stand, walk reach, twist, turn, bend, and stoop in the performance of daily office activities. The employee must be able to

grasp, use repetitive hand movements and fine coordination to use a computer keyboard. The position also requires the employee to use near vision in reading correspondence, data and using a computer. Hearing is required when communicating by phone and/or in person. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

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The Company is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and abilities. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal and state laws and local ordinances applicable to *non-profit* religious corporations that are part of CDF Capital/Church Development Fund, Inc. Such discrimination is unlawful. **As an integral part of the Christian Church/Churches of Christ, the Company's *non-profit* ministries can and do discriminate on the basis of its religious beliefs and practices, as allowed.**