

Media Project Manager Job Description

Under the Authority of: *Director of Media and Donor Engagement*

Objectives

To help the body of Christ engage in the mission of Jesus and reach the lost by ensuring that our team provides high quality, creative, and timely communication. To fulfill the role of Media Project Manager by overseeing the development of media assets to be used in corporate communications, serving as part of the Media & Communications Team of MULTIPLY Network (hereinafter referred to as Multiply). To manage projects and contribute with creativity, skill, vision and leadership.

Responsibilities and Expectations

1. Project Management
 - a. Meet with DMDE weekly to plan projects
 - b. Manage workflows in Asana for all media team projects involving:
 - i. Creative briefs, timelines, task assignment, resource management etc.
 - c. Lead weekly project update with the media team
 - d. Update Communications Calendar visible to all internal stakeholders
 - e. Manage Annual Projects Including:
 - i. Annual Gift Guide, Impact Report, and Reports for Provincial, District and National Conventions, People & Prayer Guide
 - f. Manage Quarterly Projects including:
 - i. Printing and online publication of Witness Magazine, Regional Team Leader Newsletters, Appeals (print and email), Create Ads Christian Leader and Herald online, Rejoice Publication
 - g. Manage Monthly Projects including:
 - i. Vision for Mission email, Daily Prayer Guide Printing and Distribution, Church Prayer Bulletin
 - h. Manage Requested Media Projects as needed including:
 - i. Video production
 - ii. Facilitate the publishing of new ministry projects, programs, people, service opportunities and reports from the field (via the Vine) to website, email and social media
 - iii. Website updates/changes
 - iv. Donor acknowledgement letters and welcome packages
2. Budgeting and Reporting
 - a. Work with department heads to build and maintain each of the following budgets, including tracking them weekly:
 - i. Donor Communications, Witness, Media, Mob Theme Materials & Dev, DPG, Website, I.T. Expenses, Abbotsford Office
 - ii. Manage the media team's role in reporting on activities and tracking appeal donations/expenses.
 - iii. Gather quotes from printers and mailing houses for major projects and manage timelines, expectations, and budgets for large print projects
3. Media Project Direction/Contribution
 - a. Not only manage but also direct or contribute to media projects in areas of expertise and creative interest as needed/possible
4. General Office and Media Team Support
 - a. Participate in bi-weekly Media Team story sessions providing creative input into projects

- b. Assist with IT help Desk request
 - i. Respond/redirect incoming requests to IThelpdesk@multiplynet
- c. Work with Partner Engagement Liaison to make sure printing inventory is updated.
 - i. Ordering Paper/Envelope Stock as needed
 - ii. Printing envelopes in house - maintain stock as needed
 - iii. Order acknowledgement paper near end of calendar year, taking into account how many individual donors we had through the year, then adding what we would need for acks on top of what we would need for taxes
 - iv. Keep track of inventory: ink, staples, and other konica supplies (ordering as needed)
- d. Manage printer maintenance and ordering
- e. Manage relationships with printing and mailing houses
- f. Manage Media Equipment and insurance (annual)
- g. Manage Canada Post account
 - i. Fill out EFT for each new mailing, and manage billing

Expectations

- 5. Model the presence of Christ by fostering health in all relationships, seeking to repair any relationships that are unhealthy. Be an agent of community transformation.
 - a. Diligently pursue healthy patterns of communication with Multiply staff and missionaries, your direct report and others you interact with as it relates to your duties
 - b. Resolve conflicts arising between team members in a timely fashion, modeling the biblical principles of interpersonal integrity, confession, grace, and forgiveness
- 6. While carrying out these Responsibilities and Expectations, you are also expected to:
 - a. Model Multiply values as outlined and agreed upon in the Multiply Christian Foundations and Standards
 - b. Engage in Vine activities related to your specific involvement
 - c. Promote the organization
 - d. Honor lines of authority and accountability
 - e. Communicate and share all relevant information with your direct report.
 - f. Disclose to the direct report any violations of your limitation of authority
 - g. Operate under a 'service' oriented paradigm
 - h. Maintain a positive attitude
 - i. Be attentive to detail
 - j. Work in a proactive fashion to anticipate needs
 - k. Maintain confidentiality of information
 - l. Represent the office of the General Director in a professional manner.

Working Conditions

- Work out of the Multiply International office
- Regular weekday hours (8:30am – 4:30pm)

Direct Reports

- None

Qualifications/Requirements

Credentials:

- Must be a baptized member of an evangelical church, living in agreement with the MB Confession of Faith and affirmed by the local church
- Completed a post-secondary education

Requirements:

- Must have signed and dated the Multiply Christian Foundations and Standards document

Core Competencies:

- Spiritual maturity
- Listening prayer and sensitivity to the Holy Spirit
- Organizational and administration skills
- Knowledge of office productivity tools (Email, Word, Excel, PowerPoint, etc.)
- Familiarity with Contact Relationship Management (CRM) applications
- Efficiency and competency
- Strong commitment to Jesus, God's Word, listening prayer
- Strong relationship building and networking
- Strong communication skills

Related Work Experience:

- Media & communications
- Strong communications and interpersonal skills within an office environment
- Experience with church relationships