



JOB DESCRIPTION

Program Manager – The Immerse Project

Effective Date: *September 6, 2024*

This job description is a summary of the job duties and expectations that are essential to the successful evaluation of the job. It is not intended to be complete in detail. Individuals classified on this job are expected to perform all the duties listed and, on occasion, may be required to perform other functions of higher or lower skill level not included in this job description.

Standard of behavior: Living and working according to the values of TMS Global.

Reporting relationship: Project Director, The Immerse Project

Classification: Temporary Salary Exempt Classification under the FLSA

Contract Length: From date of hire to June 2026

Salary Range: \$45,00-\$50,000

Position summary:

The Program Manager will be responsible for the day-to-day management and execution of the Immerse Project. This role includes planning, implementation oversight, and monitoring project activities to ensure successful achievement of project goals. Immerse is a 16-month program that helps churches to immerse themselves in their communities for greater impact. Congregational leaders and pastors from across the country will connect virtually as well as immerse themselves in other church contexts to learn from their experiences of building relationships with neighbors and local leaders.

Major duties and responsibilities:

- Develop detailed project plans.
- Oversee project activities to ensure they align with grant objectives.
- Coordinate with team members, stakeholders, and vendors to achieve project goals.
- Manage the project budget, ensuring funds are utilized as per the approved plan.
- Monitor expenditures and prepare financial reports in collaboration with Project Director.
- Track project progress and recommend necessary adjustments to plans.
- Analyze coach and participant reports, surveys and other data to allow for program adjustment and timely reporting.
- Prepare and submit detailed progress reports.



- Communicate project status and outcomes to relevant parties.

Job knowledge and experience:

- Proven experience in managing grant-funded projects.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Strong project management skills, including planning, budgeting, and reporting.

Personal requirements:

The individual must be tactful in personal contact and written correspondence related to the various needs of the staff, public, program participants and coaches, donors, partners and church leadership. The individual must enjoy working independently as well as being part of a team.

Physical requirements:

Work should require light to moderate physical activity with a reasonable amount of repetitive motion. This position will require up to 25% off-site travel. Candidates must be located in either the CST or EST time zone.

Benefits:

- Health Insurance: employer paid premium for high deductible plan. A co-pay plan option is available and the difference in premium can be set up as a pre-tax deduction. Family coverage is available at full cost but can be set up as a pre-tax deduction.
- A Health Savings Account plan with investment options if on the high deductible insurance
- Dental insurance: employer paid premium for employee. Family coverage is available at pre-tax premiums.
- Other insurance (vision, cancer, accident) is available for pre-tax premiums.
- 403(b) retirement savings with employer match up to 6% of salary.
- Ten paid holidays, a paid birthday holiday, three weeks of paid vacation, one paid sick day accrued per month.

TMS Global is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status. As a faith-based organization, we are permitted to hire individuals who share our Christian faith and values, in accordance with applicable law. We are committed to creating an inclusive environment that respects and values diversity.

To apply please email your resume and cover letter to Kate Bryant at hr@tms-global.org