



# ARCHDIOCESE OF PORTLAND IN OREGON

## **POSITION TITLE: IT PROJECT MANAGER**

**Opening Date:** October 6, 2017

**Location of Job:** Pastoral Center

**Location Address:** 2838 E Burnside Street, Portland, OR 97214

**Position:** Full Time

**Position Summary:** The Information Technology Project Manager reports to the Chief Administrative Officer and serves as technical leader and liaison with the outside contractor for Archdiocesan IT operations. The Project Manager is responsible for providing excellent service throughout the Archdiocese.

### **Job Duties:**

1. Outline a three year technology plan that aligns to the archdiocese mission and IT strategy and objectives.
2. Act as project leader on large scale IT projects in which strong technical, directional and personal leadership is necessary; assign and oversee the work of technical staff as needed.
3. Manage IT Stakeholders Group. Determine and communicate best practices to address stakeholders' technical and operational requirements.
4. Recommend the adoption of emerging technologies (e.g. cloud service delivery) and the development of new methods to establish software/hardware standards and systems policies and procedures.
5. Act as liaison to the IT Oversight Committee.
6. Interface with the outside contractors, pastors, priests and business managers to provide excellent services and offer technology solutions that meet organizational needs.

7. Design, configure, implement and maintain system security strategies, policies and procedures.
8. Resolve system emergencies to ensure the availability and integrity of user systems and data.
9. Work collaboratively with IT Leadership and pastoral stakeholders to ensure project completion within schedule, budgetary and design constraints, and offer alternative methods for achieving goals as necessary.
10. Experience in budget planning and financial management. Develop and manage the IT budget. Review, evaluate and monitor cost schedule and technical scope baselines to meet budget requirements.
11. Manage vendor relationships and cost effective hardware and software maintenance agreements in conjunction with the outside contractor and vendors.
12. Contribute to communication plans and change management efforts.

**Knowledge, Skills and Abilities:**

1. Five years of progressive leadership responsibilities. Ability to communicate a vision that inspires and motivates IT operations staff and aligns to the IT and business strategy.
2. Preferably experience in effectively managing cross-functional teams, influencing key stakeholders, across the organization and within complex contexts.
3. Demonstrated experience in establishing standard processes and managing performance to achieve key metrics.
4. Preferably proven experience or demonstrated capability in leading IT operations teams in complex and dynamic environments requiring 24/7 support.
5. Identifies and acts upon opportunities for continuous improvement.
6. Reliably meets performance targets, and sets and achieves challenging goals.
7. Bachelor's degree in Business Management, IT, or a related field and ten to twelve years of progressively responsible and relevant project management experience performing duties similar to those listed above or combination of education and relevant experience.
8. Deep understanding of information technology approaches, applications, tools and methodologies, as well as a broad background in a variety of technology platforms. Success in leveraging both traditional practices, such as IT service management, as well as emerging methods, such as DevOps, that are optimized for agility.

9. Demonstrated project management ability to employ integration, scope time management, cost, quality, human resources, and procurement components.
10. Exceptional and effective written and oral communications skills to address a wide variety of audiences who have varying ability to understand complex technical information.
11. Demonstrated resilience, diplomacy, influence, relationship building and problem solving skills in a variety of situations.
12. Specific experience in church organizational and operations procedures or a complex, multi-unit organization (preferably nonprofit) with service orientation. Practicing Catholic preferred.

**To apply, please send cover letter and resume to [hr@archdpdx.org](mailto:hr@archdpdx.org) with IT Project Manager in the subject line.**