



130 Springside Drive, Suite 200 | Akron, OH 44333  
p. 330.665.5227 | f. 330.665.5055

## PROJECT MANAGER

**Position Title:** Project Manager—Ministry Services  
**Status:** Full-time  
**Position Reports To:** Vice President—Ministry and Creative Services  
**Date:** March 30, 2022

### Job Description

**Position Description:** The Project Manager provides direction and management of projects for BBS & Associates' clients and serves as a liaison with artists, vendors and client staff to accomplish assigned projects.

### **Specific Responsibilities:**

- Services all Ministry Services Department needs of assigned accounts
- Oversees the production of art & print projects for various clients
- Manages projects with artists, printers, and mailshops to assure timely, cost-effective and quality completion
- Gathers quotes, provide client estimates, and create purchase orders
- Manages the development of art, providing concepts, evaluating layouts, and working with clients to secure approval
- Assists Account Rep on assigned accounts as needed
- Works with Account Reps to schedule jobs
- Develops and maintains strong client and vendor relationships
- Ensures accuracy and quality control for all projects
- Interfaces with various BBS Teams on assigned accounts as needed
- Approves job closures, assumes database and tracking responsibilities related to project management, approves invoices, manages telemarketing projects as assigned, proofs art and print proofs, reviews project coordinator's work, and trains/mentors Project Coordinators
- Participates in creative brainstorm sessions and staff meetings and interacts with agency reps and clients as directed
- As assigned, assists with training and orientation of other BBS staff
- Completes other tasks, projects or duties as needed to support BBS & Associates' purpose and goals
- Consistently exemplifies BBS Core Values and ServantHeart culture
- Complies with company policies and protocols

### **Qualifications:**

- Project management experience
- Client management skills including strong verbal and written communication skills
- Detail-oriented, deadline-oriented and organized
- Art direction and print production management preferred
- Familiarity with MS Word, Outlook, Internet Explorer, TEAMS, and MS Planner
- College degree (preferred) or direct equivalent work experience required

### **Our Purpose Statement:**

We strive to glorify and serve God by engaging people's hearts and minds — to extend His Kingdom by advancing a ministry's unique God-given vision.

**Our Core Values:**

1. We seek to glorify God together and recognize Him as the Source of all provision.
2. We strive to work and act with integrity.
3. We strive to carefully steward our God-given abilities in order to serve and empower our clients and each other.
4. We work hard and strive to exceed the needs and expectations of our clients.
5. We strive to work as a team and treat each other as we would like to be treated.
6. We seek to encourage ministries to document authentic results — not only the financial, but also the practical and spiritual.

Send resume to: [bbshr@servantheart.com](mailto:bbshr@servantheart.com)