



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Project Manager	Marketing	Chief Marketing Officer	1.0	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Grace College, along with Grace Solutions, is seeking a highly organized, detail-oriented, and mission-driven Project Manager to provide critical support to the CMO and Marketing team. This role is the operational backbone of the office—ensuring that marketing initiatives are executed on time, on budget, and at the highest standard of excellence.

The Project Manager will oversee the flow of projects from start to finish, manage vendor and client relationships, track budgets, coordinate photography/videography and creative requests, and keep the team aligned with priorities. By taking ownership of logistics and systems, this role frees the Marketing team to focus on strategy, creativity, and growth.

Essential Responsibilities:

- **Project Coordination:** Manage multiple projects simultaneously from initiation to completion. Track timelines, assign tasks, and ensure deliverables meet deadlines.
- **Administrative Support:** Provide scheduling, communication, and organizational support for the CMO and Marketing team.
- **Creative Logistics:** Oversee photography and videography requests, coordinating details and scheduling shoots.
- **Vendor Management:** Request quotes, manage contracts, and communicate with vendors and clients to ensure timely and cost-effective project completion.
- **Budget Tracking:** Process receipts and invoices, enter budget items into management software, and ensure spending aligns with department goals.
- **Signage & Materials:** Oversee interior signage, name badges, and ordering of marketing supplies.
- **Website Updates:** Make minor edits to WordPress pages and landing pages; coordinate periodic content updates.
- **Office Operations:** Maintain office organization, manage calendars, and streamline systems for inter-office



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communication and project workflows.

What Success Looks Like:

- Projects are delivered on time, on budget, and with excellence.
- The Marketing team is free to focus on strategy and creativity because project logistics are managed smoothly.
- Vendors and clients experience professional, timely, and mission-minded communication.
- Budgets, schedules, and workflows are organized and transparent, minimizing bottlenecks and errors.

Qualifications:

A. Minimum:

- Bachelor's degree in Marketing, Communication, Business, or related field.
Strong organizational and project management skills with the ability to manage multiple priorities.
- Proficiency with Google Suite (Docs, Sheets, Slides, Drive).
Excellent interpersonal and written communication skills.
High attention to detail with a track record of accuracy and follow-through.
- Commitment to serving others, supporting Grace College's mission, and living out a strong Christian faith.
- Ability to thrive in a fast-paced environment while maintaining professionalism and positivity.

B. Preferred:

- 2+ years of experience in project coordination or marketing support.
- Familiarity with Basecamp, WordPress, SEO, and digital marketing tools.
- Strong spreadsheet and budget management skills.
- Experience working with outside vendors and managing client relationships.

Status: Full Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 9/15/2025



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