

JOB SUMMARY

Axis is searching for a highly organized and mission-aligned **Project Manager** who is passionate about bringing **structure, clarity, and momentum** to the work that equips parents to disciple millions of teenagers. This role sits at the intersection of digital content production and fundraising — two of the most critical engines that fuel Axis' reach and impact.

The Project Manager will serve as the **connective tissue across cross-functional teams**, ensuring that content campaigns and fundraising initiatives move from idea to execution with excellence and on time. This person will **lead through influence, build trust across departments, and keep stakeholders informed and aligned every step of the way**. They will bring both relational intelligence and operational precision to a fast-moving, mission-driven environment.

This is a role for someone who **loves order, takes radical ownership, thrives in collaboration, communicates proactively, leads with a positive presence, and finds deep meaning in ensuring that the right work gets done at the right time** — so that Axis can continue to strengthen families.

JOB DETAILS

Job Title: Project Manager

Status: Full-time exempt

Department: Project Management

Reports To: Director of Projects

Serves On: Project Management Team

Location: Hybrid – 2 required in-office days per week at our Colorado Springs office with the flexibility to work remotely the remaining days

Summary of Benefits: Health insurance option (with voluntary dental/vision available), 20 days of PTO, 3% retirement 403B match option

Travel: Minimal travel required; occasional team retreats or organizational events may apply

Salary Range: \$55-70K, depending on skills and experience

KEY RESPONSIBILITIES

- **Own end-to-end project management of digital content production campaigns and fundraising initiatives** as determined by the Leadership Team and Director of Projects — from **kickoff through delivery** and post-project review
- Build and maintain **detailed project plans, timelines, milestones, and status reports** that keep teams informed and accountable
- Create and maintain **accurate Monday.com boards** for each project you are managing, influencing team members to use it regularly
- **Interview stakeholders and write Project Charters and Closeout Reports** to ensure clarity and future organizational knowledge
- **Lead cross-functional project teams** — including content creators, designers, advancement team members, and digital producers — **without direct authority**, fostering collaboration and shared ownership
- Facilitate a **high volume of effective project meetings per week** with clear agendas, documented decisions, and assigned action items



- Serve as the **primary point of contact for internal stakeholders** throughout the project lifecycle, **providing proactive and transparent communication**
- **Partner closely with all relevant stakeholders to align project execution with campaign goals**, donor audience strategy, messaging priorities, and other relevant context
- **Proactively identify risks, dependencies, and blockers** — and **drive resolution with tenacity** before they impact delivery
- Support the Project Management Department in **strengthening and professionalizing project workflows and processes** across Axis
- Handle sensitive staff and donor-related information with **discretion and professionalism**
- Along with the Director of Projects, **integrate EOS/Traction** throughout Axis (including Rocks and Scorecards)
- With the support of the Director of Projects, **coach, develop, and shape quarterly goal-setting (Rocks) throughout Axis** for each department and individual
- **Faith Requirement:** Active, personal faith in Jesus Christ is required for this role. Axis is a Christian ministry, and all team members are expected to align with and affirm Axis' Statement of Faith
- Set a **professional development goal** each quarter to continue growing in the field of project management, including pursuing a PM certification (e.g. PMP)
- Other duties as assigned

REQUIRED SKILLS & QUALIFICATIONS

- Bachelor's degree in Communications, Business, Marketing, Nonprofit Management, or a related field (or equivalent work experience)
- 2–3 years of proven project management experience
- Demonstrated ability to manage multiple concurrent projects with competing deadlines, with the ability to anticipate needs and proactively solve problems
- Strong communicator — written, verbal, and comfortable presenting to groups and senior stakeholders
- Experience facilitating cross-functional meetings and driving teams to alignment
- High "say to do" ratio — executes tasks to completion independently with strong attention to detail
- Leadership skills and experience (including leading up, and leading through influence, building buy-in without direct authority)
- Proficiency in project management tools and technology (Monday.com, Google Suite, Microsoft Suite, Slack, etc.) with the ability to independently learn new platforms
- Willing to pursue project management certifications to increase effectiveness (e.g. PMP)

PREFERRED SKILLS & QUALIFICATIONS

- Experience managing digital media production or content creation sprints, with a working understanding of creative workflows and production timelines
- PM certification (PMP, CAPM, or equivalent)
- Familiarity with EOS (Entrepreneurial Operating System)
- Experience with change management and supporting organizations through professionalization of processes and systems
- Active listening training

The right candidate will naturally bring these strengths to the team:

- **Mission & Faith Alignment** – Shares Axis' Christian faith and values, and is personally motivated by the mission to equip parents to disciple teenagers
- **Communicates Proactively** – Keeps stakeholders informed without being asked, surfaces problems early, and translates complexity into clarity



- **Leads Through Influence** – Builds trust and alignment across teams without relying on positional authority, inspiring accountability through relationship and reliability
- **Detail-Oriented & Reliable** – Anticipates what's needed, follows through consistently, and ensures nothing falls through the cracks
- **Organized & Adaptable Under Pressure** – Balances multiple competing demands with a calm, structured approach — even when priorities shift
- **Takes Radical Ownership** – Quickly acknowledges missteps without deflecting blame, brings solutions instead of excuses, and holds themselves to a high standard — approaching every challenge as an opportunity to learn and grow
- **Collaborative by Nature** – Energized by working across teams, values others' expertise, and fosters a culture of shared ownership
- **Emotionally Grounded** – Leads with a non-anxious, positive presence that puts teams at ease, inspires confidence, and keeps morale high even in the middle of complexity and change
- **Curious & Coachable** – Approaches new environments with genuine curiosity, eager to learn stakeholder needs and embrace Axis' unique approach to project management rather than defaulting to how things have always been done
- **Hard Working, Gritty, & Self-Motivated** – Brings an internal drive to do hard things well. Does not shy away from a heavy workload, pushes through obstacles with perseverance, and finds purpose in the grind of meaningful work
- **Integrity & Discretion** – Handles confidential information and sensitive situations with sound judgment and professionalism

PHYSICAL REQUIREMENTS

This position is primarily sedentary and performed in a standard office or home office environment. Essential physical requirements include:

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of hands and fingers for typing and operating standard office equipment.
- Ability to communicate clearly via phone, video, and in-person.
- Occasionally required to stand, walk, reach, or bend.
- Occasionally required to lift or carry items up to 25 lbs.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this role.

AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.





HOW TO APPLY

To apply, please email your resume to nancy@axis.org.

Candidates must be authorized to work in the United States.

This job description is a general outline of the key responsibilities & qualifications of the role at Axis. It may be modified or expanded to meet the evolving needs of the organization.

BASED ON KEY RESEARCH: PARENTS ARE UNSTOPPABLE (& AXIS REALLY HELPS)

Parents are the Solution • Dr. Christian Smith of Notre Dame: After spending two decades studying the religious & spiritual lives of American adolescents the empirical evidence is clear. No other institution or program comes close to shaping youth religiously as their parents do.

Axis Clearly Helps Parents & 91% of the Total Time Parents Spend with Their Children Happens Before Age 18 • 3rd Party Research Firm Excellence in Giving: 50% of adults who use Axis have conversations with their youth & 60% see positive behavioral change. **CDC, World Bank, & Axis Research:** Calculating waking hours, time in school, & time away from home along with the average life span ... 91%+ of the total time parents will spend with their children happens before the age 18.

