



[hr@adrntx.org](mailto:hr@adrntx.org) / [ADRN.org](https://adrn.org)

## **JOB TITLE: Product Owner**

### **JOB SUMMARY:**

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. ADRN seeks a full-time Product Owner for ADRN software systems. This individual will be driving an Agile development process and be responsible for requirements gathering, documentation, and prioritization.

### **DUTIES AND RESPONSIBILITIES:**

- Be the liaison between internal customers/stakeholders and the development team.
- Write business requirements, including user stories/epics, user acceptance tests, and workflow documentation.
- Maintain the product backlog, re-evaluate product needs, and continually balance product priorities across maintenance and strategic initiatives.
- Participate in Agile activities, including planning, refinement, stand-ups, and retrospectives.
- Provide support to manage iteration planning and refinement of user stories, spotlighting inter-dependencies among cross-product development teams to ensure seamless delivery.
- Facilitate stakeholder relationships to analyze and understand their system needs, aligning them to support organizational initiatives as defined on the organization's roadmap.
- Provide thought-leadership on platform and internal systems vision, with roadmaps and sprint planning to achieve goals.
- Understand end-to-end customer experience, upstream and downstream. Analyze both business and technical dependencies between business areas and within systems that support or may be impacted by requirements implementation.

### **QUALIFICATIONS**

- Agile/Scrum training certification. Minimum two years as a product owner or equivalent role as a program manager or project manager.
- Experience managing stakeholders and their expectations.
- Experience working directly with engineers and software development teams.
- Experience developing user workflows and wireframes.
- Experience using a project management platform such as Asana or JIRA.
- Ability to work with cross-functional teams to deliver on a common goal.
- Strong interpersonal skills for facilitating relationships with team members and stakeholders.



Churches of Greater Austin Bringing Hope into Crisis

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- Outstanding communications, presentation, and leadership skills.
- Natural problem solver with excellent critical thinking skills.
- Ability to be flexible and adaptable in a dynamic work environment.
- MIS/CIS BS degree or equivalent work experience

### **Bonus Experience, but not required**

- Experience working in a non-profit or ministry environment.
- Experience with Drupal, MySQL, PHP, HTML, CSS.
- Experience with Learning Management Systems and/or Volunteer Management Systems.
- Experience working on SaaS-based services.
- Understanding of cloud-based services such as AWS, and Google Cloud.

### **WORK ENVIRONMENT**

- This is an onsite position at ADRN HQ, with the ability to work from home 1 or 2 days a week with manager permission.

### **ORGANIZATIONAL EXPECTATIONS:**

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God's face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations.

**ETHICAL STANDARDS:** ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making a determination of these standards for ADRN shall be the Board of Directors working in consultation with the Chief Executive Director, applying their interpretation of the standards set forth in the Bible.