



**POSITION TITLE: Design Manager**

**November 2020**

**Organization mission: Campus Philly is a nonprofit organization that fuels economic equity, inclusion, and growth by providing college students and recent graduates the tools and pathways to live and work in Greater Philadelphia.**

**POSITION DESCRIPTION:** This position produces all design projects and assets for Campus Philly, online, in print and for social media. The design manager ensures that all visual assets associated with Campus Philly express our brand, our values and our mission. The design manager works in collaboration with all members of the 9-person Campus Philly team to advocate for and execute good design in all we do.

**Design Manager Duties:**

- Provide leadership in the development and delivery of design that reflects and builds the Campus Philly brand across all media.
- Study and take an interest in current design, technology, culture and media trends related to Campus Philly target audiences and apply them to our work.
- Produce designed materials to promote student opportunities and engagement in the region; elevate Campus Philly's partners; motivate action on the part of our student and stakeholder audience. These materials include print, web, social media, photography, and video.
- Collaborate with the members of the team to develop efficient, beautiful, impactful communications that meet Campus Philly goals and strengthen our brand
- Maintain and grow Campus Philly's photo and video assets and identify talented photographers and videographers (students and professionals) Campus Philly can work with to build the organization's visual assets
- Ensure timely completion of design projects as well as incorporating sponsor needs with effective design techniques, problem solving and creativity
- Develop vendor relationships, receive quote requests and be held responsible for maintaining schedules throughout all projects requiring vendors
- Update company processes to incorporate best design management techniques and workflow.

**Examples of design projects and campaigns include but are not limited to:**

- Campusphilly.org
- The Insider Guide to Philadelphia
- CollegeFest
- Virtual and in-person student events, like career fairs and college nights
- My Philly Summer
- Collateral for stakeholder audiences
- Corporate annual report
- Promotional items
- Logos and treatments for new programs
- Research studies



QUALIFICATIONS/SKILLS: A design professional with 2-3 years of design experience in a variety of media, including online, print and social. A creative, collaborative, can-do individual who can work as the design expert within a team of non-design professionals. Specific qualifications and skills include:

- Adobe Creative Cloud (Photoshop, InDesign, Illustrator, Premier, and After Effects)
- UI/UX Design
- Working knowledge of HTML and CSS
- Video and photo editing
- Print layout, illustration and typography
- Copyrighting
- Social media savvy
- Familiarity with video and photo copyright and usage
- Ability to work strictly within deadlines and to maintain a schedule of multiple design projects at once in various stages of development.
- Agency experience is a plus.
- Ability to learn new techniques, approaches and aesthetics and introduce them to the team effectively.

COMPENSATION: Salary range is \$48,000-\$52,500 and benefits that include: 90% of health insurance premium and 100% of dental insurance premium; 15 paid time off days per year and the office is closed the week between Christmas and New Year's Day, in addition to a number of other office holiday; Campus Philly contribution to a SIMPLE IRA and Student Loan Repayment Assistance.

Campus Philly operates remotely currently (November 2020). When we return to in-person work in 2021, this person will work as part of our 9-person team at 2 Penn Center, Suite 411, Philadelphia, PA.

Campus Philly is an Equal Opportunity Employer.

TO APPLY: Write us a letter about why you'd knock it out of the park as our design manager (feel free to pick another metaphor). Send that letter with your resume and link to your portfolio to: Marissa Christie at [marissa@campusphilly.org](mailto:marissa@campusphilly.org).