

Design Manager

STATUS: EXEMPT

Who We Are

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for five consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

Who You Are

The Design Manager at Education Commission of the States contributes to the impact and visibility of Education Commission of the States by maintaining and enhancing the organization's brand nationally. As a key member of the Communications Team, the Design Manager manages our in-house design capacity and ensures integrity and consistency in branding of all materials. This includes PDF publications; PPT presentation materials; event collateral; and graphics for email marketing, social media and websites. The Design Manager also employs design practices that promote accessibility, inclusivity and diversity.

Essential Duties and Responsibilities

Brand management.

- Ensure all products adhere to standards, tone and style.
- Innovate displays of information and research to engage our key stakeholders in new ways.
- Ensure print and web products are accessible and inclusive.

Project management.

- Manage design and web projects from concept to completion.
- Create production timelines that incorporate necessary process steps and colleagues.
- Meet production and publication deadlines.

People management.

- Supervise and support the professional development of the graphic designer.
- Facilitate web-based projects with an external firm.
- Manage external designers, when needed.

Graphic design.

- Create and maintain templates (for reports, PPTs and more) to ensure consistency in branding across materials.
- Collaborate with authors of policy reports and other materials to execute the author/organization's vision and target the intended audiences.
- Create PowerPoint presentations for the Executive Office and polish PPTs for staff members who are speaking at external events, like webinars, conferences and other engagements.
- Create visuals for all ECS events, in person and virtual, including website graphics, promotional graphics, signage, PPTs and email signatures.
- Create graphics for and assist with maintaining ecs.org and ednote.ecs.org.
- Write specifications and solicit bids for ECS printing needs, including ordering and proofing.
- Monitor trends in graphic design tools, applications and strategy.

Perform other design duties, as required.

Required Skills and Qualifications

Bachelor's degree required.

Minimum seven years' experience graphic design field required.

Proficient in use of digital software and technology, including Microsoft Word and PowerPoint, Adobe InDesign, Photoshop, Illustrator.

Knowledge of any of the following is a plus: video-editing software, Wordpress and Mailchimp.

Compensation and Benefits

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long-term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO, and requires proof of vaccination. The salary range for this position is \$70,000-\$80,000.

Applying for the Position

Please send a resume and cover letter e-mail to Kate Haggerty/
khaggerty@ecs.org. Please include "Design Manager" in the subject line.

All applications must be received by close of business April 5, 2022.

Education Commission of the States is an equal opportunity employer that develops and supports a diverse workforce.