



**Position:** Design Manager  
**Program/Department:** External Relations and Advancement  
**Reports to:** Chief Officer for External Relations and Advancement (COERA)  
**Work Location:** 285 Schermerhorn Street, Brooklyn, NY  
**Hours:** Full Time

**Position Summary:**

The Design Manager works in the External Relations and Advancement Department and provides creative direction and graphic design support to produce the organization's marketing, communication, fundraising and public education materials. The Design Manager will help to increase visibility and financial support of BCS's programs and services across over 25 BCS sites in Downtown Brooklyn, Bedford Stuyvesant, Crown Heights, East New York, Brownsville, Fort Greene, Clinton Hill, Canarsie and Coney Island.

**Responsibilities:**

- Participate in meetings with COERA and ERA Team to discuss marketing and communication strategies and platforms for implementation.
- Provide creative direction for special events, marketing and public education materials.
- Organize graphic design task lists to manage multiple projects.
- Prepare work to be accomplished by gathering information and materials.
- Plan concept by studying information and materials.
- Illustrate concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtain approval of concept by submitting rough layout for approval.
- Facilitate any necessary edits and obtains approval from COERA to prepare for printing or posting.
- Obtain bids from printer and works with key staff to manage printing bills.
- Prepare print-ready files for print production
- Maintain filing for all produced graphic materials and photographs.

**Qualifications Required:**

- Minimum three years of experience with InDesign, Illustrator and Photoshop
- Graphic design skills, layout skills, focus, creativity, and flexibility
- The candidate must be self-motivated, solid communicator, work well under pressure and be able to handle several projects at one time

**Qualifications Preferred:**

- Experience with HTML /CSS, Wordpress, and email marketing platforms
- Experience preparing print files for production, knowledge of printing processes and familiarity with paper stocks
- Experience with digital photography, video editing, motion graphics (Adobe Premiere, After Effects.)

**Contact:**

Email Resume and Cover Letter to:  
Sonya Shields, *Chief Officer for External Relations and Advancement*  
[sshields@WeAreBCS.org](mailto:sshields@WeAreBCS.org)

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