

Position: Design Manager

Reports to: Director of External Relations and Advancement

Hours: Full Time

About Brooklyn Community Services:

Brooklyn Community Services (BCS) was founded in 1866 and continues to help children and youth reach their full potential, strengthen families, and foster self-sufficiency in adults. Brooklyn Community Services is one of the oldest, not-for-profit, non-sectarian social service providers in New York City and one of the largest in Brooklyn. Over the years, BCS has strengthened countless families at risk of separation; supported and stabilized people with psychiatric illnesses; helped adults with disabilities participate fully in the community; enabled people to move from welfare to work; and offered guidance, education and support to children and young adults. Through 40 programs, and over 400 staff, Brooklyn Community Services serves more than 20,000 people each year.

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 30 BCS sites in Brooklyn, NY.

Responsibilities include:

- Responsible for the brand management, aesthetic, and creative direction of BCS, including for special events, marketing and public education materials.
- Manage and fulfill all design projects, including requests (via Airtable), from concept to production. These projects include (but are not limited to) program flyers, building signage, event materials, social media posts, logos, website pages, merchandise, etc
- Support the Communications Associate and the entire ERA team with graphics as needed for social media, email communications, print and digital media.
- Work with Director of ERA on budget, proof of concept, etc for all design projects
- Maintain and update the BCS brand/style guide and ensure its proper usage across the agency. The Design Manager is responsible for internal and external materials presented to all BCS internal and external stakeholders meet the BCS brand standard
- Manage the design and production of external BCS fundraising efforts and campaigns (i.e. BCS' newsletters, year-end appeal, gala)
- Maintain and update the BCS Web site
- Manage all design vendors, including obtaining bids from printer, and work with key staff to manage printing projects.
- Update and design assets for the BCS Human Spirit Awards Gala mobile cause site and manage design and production of all materials
- Maintain filing for all produced graphic materials and photographs
- Participate in meetings with Director of ERA and ERA Team to discuss marketing and communication strategies and platforms for implementation
- Maintain, update and organize the ERA department Canva account
- Other responsibilities may be assigned

Qualifications:

Required:

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

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; and experience with digital photography, video editing, motion graphics (Adobe Premiere, After Effects.)

How to apply:

[Click here to apply to the Design Manager role](#)