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| <b>Department</b> | Marketing and Communications |
| <b>Job Title</b>  | Design Manager               |
| <b>Location</b>   | Westport, CT                 |

**SeriousFun Children's Network, founded by Paul Newman**, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to serve children with serious illnesses and their families, free of charge. Through our 30 camps and programs around the world, SeriousFun reaches more than 154,000 children and families annually. Learn more at [www.seriousfunnetwork.org](http://www.seriousfunnetwork.org)

The SeriousFun Support Center, located in Westport, CT, provides support services to SeriousFun camps and partnership programs around the world in order to ensure program and operational excellence, create awareness for the camps worldwide, and foster the continued growth of the Network as a whole.

### **Department and Position Overview**

The Design Manager, Marketing & Communications, will help develop and provide creative brand direction and original design to SeriousFun Children's Network in support key marketing and development strategies; serve as the visual brand expert for the organization; and support execution of a variety of cross-Network initiatives.

### **Essential Responsibilities**

The Design Manager will report to the Associate Director of Marketing & Communications, actively collaborating with the Chief Marketing Officer and Brand Associate of the Marketing & Communications department, as well as colleagues on the Development and Leadership teams, in developing and executing design projects in support of Network and Support Center priorities. These projects include, but are not limited to:

- Development of creative direction and design for the organization's Annual Report;
- Design and creation of organizational marketing materials;
- Design and creation of email communications, including Network updates, stewardship communications, and fundraising appeals;
- Design of materials and assets in support of Network fundraising events (i.e. gala, Campfire Bash, etc.)
- Creation of digital assets, digital ads, and social graphics;
- Lead on the updating of design elements of the Network brand guidelines;
- And lead on or assist in, as appropriate, the design of other Network projects including the supporter newsletter (Campfire Chat), updated PowerPoint and materials templates, holiday and donor cards, stationary, print ads, etc. as needed and/or project schedule permits.

In addition to the specific projects identified above, additional responsibilities include:

- Develop, grow, and maintain relationships with Support Center staff, Camp staff, partner contacts, as well as camper families and volunteers, through collaboration on design opportunities;
- Provide on-going brand design support to Network members and partners to effectively advance the SeriousFun brand;
- Coordinate with vendors as appropriate and designated by project management planning;
- And contribute to an environment of high-quality work and brand representation, as well as a culture of collaboration and connectivity within the Network.

### **Required Skills**

- Strong visual communicator with 3-5 years' experience that includes graphic design, layout aesthetic, typography and color, design for both print and digital publishing, and compelling visual storytelling for both internal and external audience;

- Advanced knowledge of Adobe Creative Cloud (Photoshop, InDesign, Illustrator required), proficiency in Microsoft Office 365, and working knowledge of HTML/CSS;
- Solid knowledge and experience in taking a project from concept to production;
- Proven project management skills including organization, multitasking, prioritization of workload, attention to detail, and independent follow-up so you can deliver a high volume of projects on tight deadlines.
- Ability to collaborate across departments to both meet project needs and properly represent the Network brand;
- Experience with and interest in implementing a creative process ticketing system to help integrate and with other systems is a plus;
- An interest in the SeriousFun mission to support the needs of children living with serious illnesses and their families all around the world.

### **Core Competencies Required**

Project management skills; Planning and organization; Adaptability; Critical thinking and decision making; Relationship management & interpersonal skills; Delivering and receiving feedback; Excellent listening and summarization skills; Advanced oral and written communications skills; Story collection/telling skills; Cross-cultural communications;

### **Minimum Qualifications and Education Requirements**

Education: Bachelor's Degree (e.g. BA, BS) or equivalent

Years of Relevant Work Experience: 3-5 years

Strong visual communications, and project management skills;

Proficiency in Adobe Creative Suite and Microsoft Office Suite;

Ability to work effectively within a professional environment and collaborate with multi-disciplinary teams;

Ability to multi-task amidst multiple deadlines

### **Preferred Skills**

Experience in working in NGO's or other non-profit organizations

Compensation is commensurate with experience and relevant labor market comparisons.

To apply, please [complete the application](#) including uploading your cover letter, salary requirements and resume.