



Manager, Graphic Design Job Description

Job Title:	Manager, Graphic Design
Level and Grade:	Manager Grade 70
Job Type:	Full time
Reporting Manager:	Associate Director, Visual Design and Web Strategy
Department:	External Relations & Engagement/Marketing & Communications
Office:	HQ – Baltimore, DC or Minneapolis/St. Paul
Date:	September 16, 2022

About Corus:

Corus International is the parent of a family of world-class organizations and a global leader in international development, with 150 years of combined experience across our companies. We are an inclusive organization who believes diversity and differences only make us stronger. We are disruptive because by challenging convention, we innovate and maximize the good we can do in the world. We promote interconnectedness because complex problems require comprehensive, integrated solutions. And we are agile, because the world changes rapidly and we move at the speed of change. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the poverty cycle and lead healthy lives.

At Corus we value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our companies often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity, and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

Position Summary:

The Manager, Graphic Design delivers high-impact, best-in-class print, digital and motion design for Corus International. This in-house position functions as if working in an agency setting, producing designs for multiple brands and reaching wide and varied audiences, from international development professionals to charitable donors to consumers. This position supports marketing and fundraising efforts that distinguish and elevate the brands.

Key Result Areas:

The success of this role is measured by the following KRAs:

1. Multimedia design that furthers fundraising efforts.

2. Multimedia design that distinguishes and elevates the brands.

Roles and Responsibilities:

- Design for Corus International's entire portfolio of brands.
- Deliver on a wide array of print and digital media, including publications, signage, web, advertisements, infographics, presentations and motion graphics.
- Work with colleagues to develop concepts that meet business goals and deadlines.
- Serve as primary designer for social media graphics.
- Ensure all creative is on brand, impeccably produced and adheres to brand guidelines.
- Submit jobs to print vendors as needed.

Supervisory:

This role reports to the Associate Director, Visual Design and Web Strategy.

This role has 0 direct reports and manages relationships with multiple print vendors.

Education & Experience:

Bachelor's degree in graphic or digital design or related field of study.

Qualifications:

- At least five years of graphic design experience.
- Portfolio of diverse, stand out designs indicating superior artistic talent and skills. Portfolio should demonstrate a passion for composition, hierarchy, and visual storytelling through design and an understanding of and appreciation for typography and how to use it effectively.
- Expert in Adobe Creative Cloud software, including apps for both digital and traditional production.
- Expert with both print and digital design media and how to intersect the two.
- Ability to distill highly technical subject matter into clear and meaningful infographics.
- Understanding of printing methods and print production with experience working directly with production vendors.
- Experience in web design and with open-source CMS (Wordpress, Drupal).
- Proficiency with PowerPoint, word processing, email and web browser software.
- Experience developing animations and motion graphics a plus.
- Agency experience a plus.
- Familiarity with video editing software a plus.
- Experience in non-profit, cause-related or donor-centric marketing preferred.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance of at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required. Corus has a hybrid work policy, allowing 50 percent of work to be done remotely.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values of Inclusion, Disruptive, Interconnected and Agile.

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.
