Graphic Design Manager

ABOUT CTBUH
The Council on Tall Buildings and Urban Habitat is a nonprofit organization dedicated to smarter, more sustainable cities and a more viable future for global populations. CTBUH convenes the shapers of cities, providing the knowledge and resources that will transform cities into dense and livable centers of innovation.

WHO WE’RE LOOKING FOR
The Graphic Design Manager oversees a team of designers and works collaboratively with internal teams throughout CTBUH to produce effective, high-quality digital and printed assets. This position is responsible for the development and maintenance of CTBUH’s branding, graphic standards, and policies, and ensures that materials are produced within budget and on time. The Graphic Design Manager reports to the Director of Marketing and Communications.

POSITION LOCATION
CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is located in Chicago. Currently, staff are working from home due to the pandemic.

ESSENTIAL RESPONSIBILITIES
• Manage the overall production of digital and print assets for CTBUH departments, including membership, research and events, ensuring that final products are consistent with brand guidelines and delivered within budget and on time.
• Create, plan and execute innovative designs across multiple platforms and mediums in creative support of CTBUH events, conferences, awards program, seminars, etc., which includes digital and print (websites, programs, advertisements, posters, and signage).
• Manage own project workflow while coordinating with project teams and management on schedules, requirements, goals, and assignments as needed.
• Serve as point person for website, including graphic creation, content, and overall functionality.
• Familiarity with, and commitment to, user experience and user-centered design principles; regularly assess website effectiveness from a user perspective; work with teams to enhance user experience of site.
• Collaborate on evolution of digital publishing for CTBUH publications; assist with researching potential partners and platforms; oversee relationships with chosen vendors.
• Serve as brand custodian, ensuring that brand is used consistently across multiple platforms; evolve brand as needed to reflect organizational values and positioning.
• Manage vendor for print and fulfillment of CTBUH publications; regularly report on revenue and expenses for CTBUH publications.
• Oversee other miscellaneous printed and graphics material as needed. This may include contributing to the research and development of assets for research studies and other technical articles and outputs.
• Ensure branding excellence across other mediums as well, such as slides, video graphics, and presentation materials for C-suite.

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REQUIRED QUALIFICATIONS

• Ability to grasp concepts and translate them into visual representations that embody the brand
• Highly proficient with Adobe Creative Suite and Microsoft Office software
• Excellent project management skills, able to manage multiple priorities at once
• Performance-driven and works well in a fast-paced environment
• Highly organized, detail oriented, and resourceful
• Excellent communicator

PREFERRED QUALIFICATIONS

• Architecture or building industry expertise
• Knowledge of HTML, CSS, and related website development technologies and software
• CMS experience
• Video editing experience
• Analytics and metrics
• Nonprofit work experience

EQUAL OPPORTUNITY EMPLOYER

We believe at CTBUH that our work benefits from the diverse perspectives of our staff and the community we serve. We encourage applicants to review our diversity statement at ctbuh.org/edi-committee-statement.

CTBUH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HOW TO APPLY:

Qualified applicants should send cover letter, resume and three work samples to: careers@ctbuh.org.

ctbuh.org/careers