

# neighborhood DESIGNcenter

## **Job Opening: Project Manager**

Columbus, Ohio

The Neighborhood Design Center, a 501(c)3 nonprofit organization formed in 1982, seeks an experienced Project Manager to join our full-time staff in Columbus, Ohio. With our office located in a walkable, diverse, and historic Weinland Park neighborhood in the heart of Columbus, near The Ohio State University and the thriving Short North Arts District, this position offers the opportunity to work in one of the most dynamic and rapidly growing regions in the nation.

Historically rooted in providing free and discounted design services to business owners and community-based organizations in distressed urban corridors, the Neighborhood Design Center is committed to providing a wide range of design services that empower and uplift neighborhoods through a ground-up approach. This includes services supporting programs like [614 Beautiful](#) and [Summer Youth CoLab](#), as well as managing and overseeing design development of small-scale, expanding programming opportunities aimed at uplifting small businesses, increasing equity amongst future design professionals, and enriching communities throughout our region. Examples of the breadth of work can be found [here](#).

### **What you'll do**

The ideal candidate will possess a broad range of project planning and implementation experience coupled with excellent public speaking, graphic communication, and community engagement skills. Additional skills/duties may include but are not limited to:

- Day-to-day management of ongoing NDC programs
- Participation in the development of new projects and programs
- Engage in the management of stakeholder outreach, fostering strong project relationships with communities, stakeholders, and clients; and delivering/facilitating project presentations
- Coordinate business planning, proposal development, and work planning with leadership
- In collaboration with leadership, manage, mentor and support college interns in various projects
- Overseeing printing, production, and fabrication of final products
- Developing written program outreach materials, including press releases, website news updates, and materials for grants and other communications, as required
- Technical and creative writing

### **What you'll need**

- Undergraduate degree in Architecture or Landscape Architecture required, Master's degree preferred
- 5+ years of experience in relevant public-facing design and/or design programming-related roles
- Demonstrated knowledge and experience in project management
- Experience in presenting before community groups and civic entities
- Exceptional verbal and written communication skills
- Strong organizational skills to undertake multiple projects or facets of various projects
- Comfortable in coordinating input from various organizations for public/private collaboration, including multi-disciplinary project efforts working with allied professionals such as architects, civil engineers, and developers
- Experience in developing and compiling/producing graphics-supported reports

- Strong team collaboration skills
- Proficient in MS Office and Adobe Creative Suites, especially InDesign, and ideally Illustrator and Photoshop
- Experience and interest in web design, creating landing pages, registrations for events, and more (i.e. WordPress, Wix, Weebly, Squarespace)
- Experience with email marketing and newsletter tools (i.e. Mailchimp, Constant Contact)

### **What we offer**

The Neighborhood Design Center is a small team environment where we highly value our team and make its employee development and well-being a priority. Part of that is offering the following advantages:

- Salary (\$50,000-\$65,000) annually, commensurate with experience
- Group health insurance plan (health, dental, and vision)
- Payment of professional association membership fees
- Retirement matching benefit (401K)
- Life insurance, long-term disability, and short-term disability insurance at 100% NDC coverage
- Paid time off
- Creative and collaborative work environment

### **Position Location**

This is a full-time, in-office position with standard work hours. Exceptions when needed and flexibility are available on a case-by-case basis. The position will require in-person engagement with community residents and stakeholders. Interested applicants should be located in the Columbus or Central Ohio region.

### **How to apply**

If you're interested in the position, send an email with the subject line "Program Manager Position" to [info@columbusndc.org](mailto:info@columbusndc.org) with the following documents in one single PDF attachment:

- A one-page cover letter, in which you address why you are interested in this position, how your experience qualifies you for it, and why you would like to work at the NDC
- A one-page resume
- Current portfolio or compiled relevant work samples (link to online portfolio or website will also suffice)

### **Timeline and selection process**

Applications will be accepted until 5 pm Eastern time on Friday, September 6, 2024.

NDC staff will review all complete applications and will schedule remote video interviews with selected candidates on a convenient date and time.

Applicants will be notified, with an expected start date, within two weeks of the offer letter acceptance.