

neighborhood DESIGNcenter

Job Opening: Design Project Manager **1445 Summit St #300, 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 to lead design related projects. With our office located in the walkable, diverse, and historic Weinland Park neighborhood in the heart of Columbus, near The Ohio State University and 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 a wide range of design services that uplift neighborhoods through a ground-up approach. This includes meeting our community members where they are with our programs [Power of One](#) and [614Beautiful](#), as well as managing and overseeing the design development of low-budget, high-impact interventions aimed at increasing equity through place. Examples of this breadth of work can be found [here](#).

What you'll do

The ideal candidate will possess an *interest in and passion for* engaging community through urban design and visual communication. Duties may include but are not limited to:

- Manage the day-to-day efforts of ongoing NDC projects and programs.
- Participate and lead in the development of new projects and programs.
- Coordinate the management of partnership outreach, fostering strong project relationships with communities, stakeholders, and clients.
- Work with NDC leadership to address the growth of current initiatives and the pursuit of business, development, and funding efforts.
- Mentor, nurture, and empower NDC's growing cohort of college interns.
- Oversee the production, fabrication, and implementation of final products.
- Develop written program outreach materials, including press releases, website news updates, and materials for grants and other communications, as required.

What you'll need

The ideal candidate will possess a broad background of project planning and management with *at least 5 years of experience* in relevant public-facing design. Additional skills include:

- Undergraduate degree in Architecture or Landscape Architecture required, Master's degree preferred.
- Experience in presenting before diverse audiences, such as civic entities.
- Team-oriented approach, with exceptional collaboration and communication skills.
- Strong organizational skills to undertake multiple projects or facets of various projects.
- Experience coordinating input from various organizations for public/private collaboration, including multi-disciplinary project efforts working with allied professionals such as planners, civil engineers, and developers.
- Experience in developing and compiling/producing graphic-supported reports.
- Proficiency in MS Office and Adobe Creative Suites, particularly with InDesign, Illustrator, and Photoshop.

- Experience with web design, creating landing pages, registrations for events, and more (i.e. WordPress, Wix, Weebly, Squarespace).

What we offer

The Neighborhood Design Center is a small team environment where each member is highly valued, with employee development and well-being remaining a priority. This includes offering the following:

- Annual salary (\$55,000-\$65,000) commensurate with experience
- Group health insurance plan (health, dental, and vision)
- Payment of professional association membership fees
- Life insurance, long-term disability, and short-term disability insurance at 100% employer coverage
- Retirement matching (401K)
- Friday remote work option
- Paid time off

Position location

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

How to apply

If you're interested in the position, send an email under the subject line "Project Manager Application" to info@columbusndc.org with the following documents in a 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
- Portfolio/recent selected works

Timeline and selection process

Applications will be accepted on a rolling basis until the position has been filled.

NDC leadership will review all complete applications and will schedule interviews with selected applicants on a convenient date and time.

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