



Graphic Design & Print Project Manager Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Graphic Design & Print Project Manager

FLSA STATUS: Exempt

DEPARTMENT: Communications

TIME REQUIREMENTS: Full Time

REPORTS TO: Lead Project Manager

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: This role is responsible for championing the process of graphic design and print-related projects. They will collaborate heavily with graphic designers, the Communications Team, and the social media team to ensure all graphic design and printed projects run smoothly and efficiently.

ESSENTIAL SKILLS & EXPERIENCE:

- 3-5 years of experience in managing creative projects, specifically: graphic design, print, or social media content creation
- Understands the creative process and what graphic designers need to be successful (logistically and creatively)
- Can forecast resources, scope, and timelines for multiple campaigns at once
- Excellent communication and administration skills

POSITION RESPONSIBILITIES:

1. Overall
 - a. Manages the timelines, resources, and overall scope for graphic design and print projects
 - b. Works with communications coordinators and social media team to effectively understand and deliver on the strategy and requirements for each graphic design and/or print project
 - c. Maintains constant knowledge of the status, priority, and next steps for all graphic design and print projects via a project management system (Asana)
 - d. Creates and improves processes through after action reviews
 - e. Actions feedback from Creative Director during design reviews
 - f. Maintains and manages the print, graphic design, and print production budget under the leadership of the Lead Project Manager
2. Graphic Design-specific
 - a. Manages and cares for graphic designers (paid and freelance)
 - b. Works with graphic designers to ensure that each designer is fully and efficiently deployed
 - c. Tracks projects to ensure on-time completion and makes sure the design team is set up to succeed
 - d. Manages the feedback loop between graphic designers, creative director, ministry partners, communications team, and/or social media team to drive for final approval of deliverables
 - e. Develops and maintains a running list of available freelance graphic designers and manages the freelance budget. If a project needs to be freelanced to an outside graphic designer, they will assist with project management as-needed
3. Print-specific
 - a. Schedules and manages logistics for all print projects
 - b. Develops relationships with print vendors and works in collaboration with ministry partners to deliver the final product in scope and within resource allocation
 - c. Provides overall quality control for print projects – including conducting press checks for major projects

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Must be a Watermark Member or willing to pursue membership at Watermark
- Soft skills: Flexible, positive, detail-oriented, administratively gifted, good communicator, works well on a team, thrives in a fast-paced environment, can juggle multiple projects/stakeholders simultaneously