



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

DEPARTMENT: Communications

REPORTS TO: Lead Project Manager

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time; in-office

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: This role is responsible for championing the process of graphic design and print-related projects from intake to final delivery. They will collaborate heavily with Graphic Designers, the overall Communications Team, leadership, and vendors to ensure all graphic design and print projects run smoothly and efficiently.

POSITION RESPONSIBILITIES:

- Overall
 - a. Works with Graphic Designers and the Communications team to understand and deliver on the strategy and requirements for each graphic design and/or print project
 - b. Maintains constant knowledge of the status, priority, and next steps for all graphic design and print projects via a project management system (Asana)
 - c. Owns and continually improves graphic design and print project management processes
 - d. Schedules review meetings, facilitates discussion, and actions feedback from the Creative Director and Executive Director of Communications
 - e. Maintains the print and graphic design budget under the leadership of the Lead Project Manager
- Graphic Design-specific
 - a. Manages all projects for the Graphic Design team
 - b. Works with Lead Graphic Designer to ensure each graphic 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. Coordinates feedback and approval process with Communications Coordinator and stakeholders to ensure final delivery
 - 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.
- Print-specific
 - a. Coordinates quotes, production schedules, proofs, press checks, and other logistics for large-scale print projects. Serves as a consultant for Communications Coordinators on smaller print projects.
 - b. Develops relationships with vendors to ensure quality, reliability, and competitive pricing for the organization
- Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

MARKERS OF AN IDEAL CANDIDATE:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- 3-5 years of experience in managing creative projects, specifically graphic design, print, or a related field
- Understands the creative process and what graphic designers need to be successful (logistically and creatively)
- Characteristics of an ideal candidate: excellent communication and administration skills, flexible, positive, detail-oriented, works well on a team, thrives in a fast-paced environment, can juggle multiple projects and stakeholders simultaneously

All employees' job descriptions are subject to change from time to time at the sole discretion of management.