

Job Title: Design Services Director
Reports to: Executive Director
Posted: July 26, 2021
Start Date: September 15, 2021

Overview

The Community Design Collaborative, a Pennsylvania 501(C)(3) nonprofit, provides pro bono preliminary design services to nonprofit and community-based organizations in greater Philadelphia, creates engaging volunteer opportunities for design professionals, and raises awareness about the importance of design in revitalizing communities. We work to bring about positive community change through our design service grants and special initiatives.

Founded in 1991, the Collaborative finds itself at a critical junction as we celebrate our 30th year. Across three decades the organization has completed over 1700 projects servicing local community groups in the Philadelphia region. Under new leadership the organization acknowledges the paradigm shift in the design industry following the events of the last few years and is renewing its focus on racial and spatial equity using design as a tool and agent for community-led change.

The Collaborative seeks an experienced designer to be the Design Services Director. This full-time position entails helping to refresh our vision for the delivery of design services as communities' needs grow and change: managing program staff and consultants; coordinating relationships with design volunteers and clients; leading industry presentations; representing the organization to stakeholders and partners and providing design work as well as supporting other staff on narrative, content, and fundraising as need.

The Collaborative offers a competitive salary and benefits commensurate with experience, flexible work arrangements to support a hybrid schedule, and the opportunity to work with a talented team of colleagues as well as an extraordinary group of design volunteers.

Responsibilities

The Design Services Director is responsible for leading the Collaborative's program initiatives. The key roles are to identify—and in some cases originate, coordinate, manage, and oversee all projects, programs, and initiatives related to the Collaborative's pro bono design services.

The incoming Design Services Director will be helping to frame the organizational priorities and direction for the next few years focused on increasing and diversifying services, recruitment, and deployment of

volunteers, and continuing the organizational legacy of being a resource to foster community engagement that propels the design and development projects in the region. Supporting the growth of the design services program, the Collaborative will also be onboarding a Program Manager who will report to the Design Services Director. The Design Services Director will also work closely with the Evaluation and Engagement Manager, as well as the Executive Director. Interns and consultants may be engaged as needed. The ideal candidate has a passion for community-driven design and the ingenuity and creativity to drive program activities and cultivate new partnerships and relationships for the next era of the organization.

Design Services Delivery

- Research and implement design best practices, identify partnership opportunities; and establish program goals and objectives
- Develop, evolve, and implement strategies for delivering pro bono design services that advance our mission and respond to the needs of our clients and volunteers
- Project solicitation/recruitment, due diligence, onboarding, and management across program area. Projects vary to include core design grants, technical assistance, competitions, charrettes, workshops, and design challenges
- Manage all aspects of volunteer recruiting, retention, and recognition- including application intake and follow-up, as well as design team and committee recruitment
- Facilitation and co-design of community stakeholder meetings in partnership with clients incorporating input from the volunteers
- Advocate for the Collaborative, appearing at speaking engagements and working with partners and stakeholders to further strengthen programming in support of organizational goals
- Provide thought leadership for design programming to inform annual goals, budget, and long-term strategic planning and growth

Program Department Management

- Day to day management of Program related staff, consultants, and interns; including drafting job descriptions as needed, completing annual reviews, and performance evaluation
- Teach and grow design services team (staff, consultants, and volunteers) on equitable design principles and practices
- Set goals and expectations for success with Program staff and volunteers

General Duties

- Program data and tracking in organization CRM (Salesforce) to audit program related data, reports and dashboards
- Representing the Collaborative at partner organization committee meetings, client events, and citywide initiatives
- Preparing and review contracts, service agreements, and volunteer commitment forms to support program delivery
- Managing budget, invoices, expenses, and funding for program specific opportunities
- Serving as liaison to other departments for program and design service need

Qualifications

The ideal candidate has a minimum of 7 years of community-engaged and/or public interest design, project management or program management experience, with nonprofit or public interest organizations, and familiarity with design justice/J.E.D.I. (justice, equity, diversity, and inclusion) principles. Additional qualities that will be meaningful to the Collaborative include:

- A self-motivated person willing to work collaboratively on multiple tasks as needed
- A strong commitment to the Collaborative's mission and activities
- Knowledge of the intersection of equity, design, and community development both nationally and locally
- Educational background in architecture, landscape design, engineering, or city planning
- Strong writing and communication skills to produce excellent, effective written materials to include strong editing and proofreading skills
- Excellent oral communication and presentation skills
- Competence with: MS Word, Excel, PowerPoint
- Capability with ArcGIS, Adobe Creative Suite; AutoCAD, Sketch-up, and/or Revit would be a plus but not a prerequisite
- Excellent time management skills
- Ability to think creatively, multi-task, prioritize, manage multiple projects from start to finish and meet deadlines
- Ability to see the big picture, but also be detail oriented

How to Apply

To apply, send the following as a single PDF file (no Word documents will be accepted):

1. Cover Letter
N.B. Please address your values and approach to public interest design work and design justice principles in your cover letter
2. Writing sample such as proposal letter, RFP, or position paper
3. Resume/CV; *include any pro bono design or volunteer experience*
4. Three references

Applications will be accepted via email only. Materials should be submitted to Tya Winn, Executive Director and submitted by email to Tya@cdesignc.org with "Design Service Director" as the subject of your email. All application materials must be received no later than **5 p.m. on Friday, August 6, 2021**. Applications will be reviewed on a rolling basis until the position has been filled. Only candidates whose applications are being considered will be contacted. No phone calls please. Shortlisted candidates will go through a three-step process, that includes a phone interview followed by one-on-one interviews with Collaborative leadership and staff. We anticipate the position starting in September 2021.

The Collaborative is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.