Document Manager/Graphic Designer

Development Strategies is seeking a candidate to fill the position of Graphic Designer/Document Developer. Our company is a knowledge firm that provides consulting to cities, developers, lenders, and companies in the areas of real estate, economic, and community development.

The candidate's primary role will be to enable Development Strategies' staff to communicate their analysis, concepts, strategies, and value with greater visual clarity and concision. This would include:

- Creation of graphics that convey numeric analysis
- Working under the Marketing/Art Director to manage the look and feel of reports in a manner that ensures consistency and enhances Development Strategies brand
- Helping staff create reports that engage a broad range of audiences
- Development, management, and seamless blending of writing, numeric data, images, maps, and graphics in the same document
- Assisting staff in storytelling by enhancing the visual component of reports and presentations

Responsibilities

- Work with management and marketing/art director to establish a uniform look and feel for reports, including color schemes, font hierarchy, icons, etc.
- Work with staff to ensure uniform look for reports
- Collaborate with staff on graphic communication
- Devise infographics that concisely summarize key findings
- Manage documents to integrate staffs' written and quantitative analysis with graphic and visual elements
- Work with staff to create presentations with visual appeal and clarity
- Work with staff to develop storyboards that relate to their outlines
- Work with GIS staff to ensure mapping clarity
- Assist marketing director, as time allows, on proposals and marketing collateral
- Collaborate with staff to meet report and presentation deadlines

Skills

- Skilled at graphic layouts—stand-alone and in conjunction with written content
- Skilled at the development of infographics, icons, and other graphic elements that convey ideas
- Familiarity with both Microsoft and Adobe Suites
    - Microsoft: Powerpoint, Word, Publisher
    - Adobe: InDesign, Illustrator

Qualities and Qualifications

- A two to four year degree in art, architecture, graphic design, marketing, or related, is preferred.
- Two to five years' experience in a graphic-related field
- A willingness and understanding of deadline sensitivity and an ability to adjust one's schedule accordingly.
- A desire to do excellent work and help an organization achieve its potential.
- A willingness and understanding of working within budget constraints.
- A positive approach to educating and collaborating with professionals with different skillsets.

Status

It is intended that this position will evolve into a full-time position, but may begin with an interim, internship period, depending on qualifications.