



**Toledo Design Collective**  
URBAN PLANNING & DESIGN

**Job Posting: Project Manager, Design & Communications**

**Position Title:** Project Manager, Design & Communications

**Hours:** Full-Time, Regular office hours are 9:00 a.m. – 5:00 p.m., Monday – Friday (occasional evening and weekend hours required)

**Reports to:** Studio Director

**Direct Reports:** Marketing & Communications Coordinator, Student Co-Op Interns/Americorps Members, and Contracted Employees

To apply: Submit resume and portfolio to Ryan Bunch, Studio Director, [rbunch@toledodesigncollective.org](mailto:rbunch@toledodesigncollective.org), with position title in email subject line.

**RANGE OF RESPONSIBILITIES:**

We are committed to co-creation, collaboration, and social, racial and economic justice, and are looking for candidates who embody such practices and:

- have excellent and proven design, communications, and marketing skills,
- have experience in running community engagement and public participation processes with a focus on trust and relationship building,
- ideally, have background or project experience in urban planning/design.

The Project Manager, Design & Communications at Toledo Design Collective (TDC) holds a pivotal leadership role within our organization. We are seeking an individual adept at team-oriented goal setting to establish effective timelines, aligning staff capacity with exceptional outcomes for our partners and the Toledo community.

Collaborating closely with the Studio Director and Outreach & Development Coordinator, the successful candidate will be a passionate advocate for connecting resident voices and experiences with shared expertise to plan and design a better future for Toledo. This role offers a unique opportunity to make a lasting impact on the city, particularly in reimagining urban landscapes and enhancing the city's design and network of partnerships for the benefit of its residents.

**Responsibilities fall into four categories:**

**1. Toledo Design Collective Mission Support:**

- Embrace, promote, and serve as a public face of the TDC Mission and Strategic Goals.
- Develop personal goals aligned with the TDC Mission and Strategic Goals.
- Foster effective partnerships with other organizations within the Toledo community to support and grow the TDC Mission and outreach.

**2. Project Management:**

- Serve in a leadership role to establish project goals, timelines, and align organizational operations and staff capacity for exceptional results.
- Support Studio Director in managing external contracts, grant deliverables, and budget management.
- Attend and participate in meetings with clients.
- Public speaking, specifically for and on behalf of projects.



### **3. Design:**

- Maintain organizational brand guidelines for internal and external communications.
- Mentor studio interns and/or Americorps Members in research and design.
- Mapping for projects.
- Data collection and analysis (history, field analysis, and community participation).
- Research for project-specific items and background information for grant applications.

### **4. Communications:**

- Oversee organizational marketing, communications, and storytelling .
- Lead organizational event planning and support fundraising and donor engagement.
- Set up educational workshops and/or meeting materials as needed.
- Coordinate events and meetings with neighborhood organizations/clients.
- Communicate and interact with members of the communities TDC serves.
- Meet and network with TDC's current and future partner organizations.

### **DESIRED EXPERIENCE:**

#### **Qualifications:**

- Minimum one year of relevant work experience (including internships or co-op opportunities during school).
- Minimum Bachelor's degree or equivalent work experience in one or more of the following: Project Management, Urban Design/Planning, Graphic Design (leadership role), Marketing and Communications, and/or nonprofit leadership/operations and strategic planning. Additional consideration given to candidates with education or work experience in Planning Education, Architecture, Landscape Architecture, Operations, or related fields.
- Personal commitment to community design and "TDC's Pledge Against Racial and Systemic Injustices."
- Exhibited interpersonal and facilitation skills, including public speaking.
- Proven design and graphic skills.
- Skilled in Adobe CS, and familiarity with ARCGIS and 3D software (Sketch-up, etc)
- Passion to address urban challenges similar to those found in Toledo, Ohio, and other cities.

#### **Preferred Skills (Not Required):**

- Fundraising, Board Engagement, and Donor Relations
- Education Outreach, including research and design mentorship
- Event Planning

### **SALARY & BENEFITS:**

Compensation with benefits: \$50,000 - \$60,000/year (subject to related previous work experience).

- In-person with hybrid and flexible work options
- Competitive paid time off and sick leave policy.
- Up to 80% reimbursement of employee health care plan costs.
- Simple IRA retirement plan with 3% match.
- Note: As a 501(c)3 nonprofit organization, employment at TDC is eligible for the Public Service Student Loan Forgiveness program. Contact your loan servicer for details.