Creative Communications & Design Manager

Nest is a US-based 501(c)3 nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker entrepreneurs and small businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 1,500 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

Nest is hiring for a full time Creative Communications & Design Manager who will serve two primary functions at the organization. The successful candidate will serve as an internal graphic designer leading the creative direction of the organization’s larger and/or more strategic projects while supporting the team’s use of Canva for day to day needs or projects. Additionally, they will support Nest’s marketing and communications needs with a focus on social media and audience engagement.

Key Responsibilities include:

Design
- Manage incoming design requests for the most strategic design needs across the organization which may include, but are not limited to: pitch decks and presentations, proposals and reports, digital templates for web and email, invitations, etc.
- Support the team in the use of Canva for day to day projects
- Maintain organization’s brand guidelines
- Maintain digital assets, including photo library (Tandem Vault), web content, and design projects
- Other duties as assigned

Website Maintenance
- Support staff with content updates on buildanest.org (a Wordpress site)
- Liaise with web developer (consultant) on larger website projects, when needed

Social Media
- With a focus on Instagram, help develop and support a strategy for growing Nest’s audience and deepening their engagement, creating a platform strategy, aesthetic point of view
- Support additional social media efforts, as needed

Audience Engagement
- Support semi-annual virtual events to deepen our donor community’s engagement with Nest (e.g. quarterly Craft Circles)
- Support an end-of-year fundraising campaign with an online giving with set annual goals

General Communications Support
- As needed, attend cross-functional Nest staff meetings to create an overarching content calendar based on timely partnership and program updates
Nest is seeking a candidate who has at least 2 years of graphic design and marketing experience, ideally with a nonprofit, brand or foundation.

**Required Skills**
- Proficient in Adobe Creative Suite with an emphasis on InDesign
- Experience designing for off-set professional printing and preparing files to meet print requirements
- Familiarity with Wordpress
- Experience with a digital asset management system is preferred
- Experience with Microsoft Office (Excel) and Google Suite is preferred
- Knowledge of Canva to support team and maintain the brand kit and create branded templates for use by other team members
- Familiarity with social platforms and trends
- Creative thinker who can support the development of engaging content and campaigns
- Ability to prioritize, track deadlines, and manage multiple projects at once
- Comfortable of working across teams to complete projects

**Compensation**
Nest offers competitive compensation determined using nonprofit salary rate guides published annually in major US cities. The salary will ultimately be determined based on previous experience and geographic location of the selected candidate, with an expected salary range $60,000-70,000.

**Application Instructions**
Nest believes that a strong work ethic, professionalism, and willingness to learn are just as important as checking off the box for technical skills on any job description and actively discourages potential candidates from self-rejecting.

Nest is dedicated to providing equal employment opportunities to all individuals based on job related qualities and ability to perform a job, without regard to age, sex, gender identity or gender expression, sexual orientation, parental or marital status, race, national origin or ancestry, genetics, natural or protective hairstyles worn, veteran or active military status, religion or religious expression, visible disability, invisible disability, neurodiversity, psychiatric diagnosis, or other protected class.

To be considered, please send your interest to ashley@buildanest.org. The subject line should include your name and the position title.