

## Brand & Design Manager

### JOB OVERVIEW

The Brand and Design Manager is responsible for managing the FCCS brand to include developing FCCS brand strategies and implementing brand plans. This role ensures FCCS brand integrity across multiple channels and functions through the application of established brand standards. This role will manage outside vendors and partners for design, content development, production, and printing needs. This role reviews, designs and produces a variety of marketing materials and brand assets and serves as the brand champion and expert for FCCS.

You'll be a great fit if:

- You like helping people. You are patient, level-headed, and act cool under pressure.
- You pay attention to details. You can stay focused, and nothing falls through the cracks under your watch.
- You get excited about using new tools and technology and working on new projects
- You enjoy solving problems. You love taking on challenges and finding new and unique solutions.
- You like learning new things, and you can learn quickly. When things change, you're able to roll with the changes.
- You communicate clearly. You write well. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked.

Salary range for this position is \$70,000-105,000 annually.

In addition to competitive pay and benefits, we operate on a hybrid schedule, currently allowing all Denver based employees to work remotely 3 days/week.

### JOB RESPONSIBILITIES

#### Art Direction and Design

- Able to art direct and develop original design ideas
- Take copy and concepts to final design
- Bring inspiration and innovation to our materials and communications

#### Production of Marketing Materials

- Develop and review proposals using Adobe and Better Proposals (online software) tools
- Create, edit and develop presentations using advanced PPT skills
- Create email templates and campaigns using constant contact
- Design Marketing and Promotional Materials to include:
  - Slicks and Brochures
  - Graphics
  - Handouts for events
  - Electronic Newsletters
  - Mailers and Postcards

#### List Management

- Manage, develop and grow prospect and target contact lists
- Maintain data integrity and accuracy of client contact lists
- Administrative role for Association Management System

## Website

- Maintains active, appropriate online presence
- Manages relationship with web site partner
- Manages updates in the website Content Management System (Craft)
- Provide distribution lists to FCCS team members as needed
- Understanding of HTML

## JOB REQUIREMENTS

- Bachelor's degree in Business, Marketing, or Communications required
- Minimum of 5 years' experience in marketing, design, or communications role
- Expert proficiency level in the Adobe Creative Suite, specifically Adobe InDesign, Illustrator and Photoshop. Additional Creative Suite and Canva knowledge preferred
- Expert proficiency level in the Microsoft Office Suite, especially Word, Excel, and PowerPoint
- Strong understanding of print production requirements and processes
- Knowledge of HTML

Desired behaviors and attributes for this role:

- Aptitude for graphic design and understanding of design principles
- Excited about new types of projects, tools and technologies to apply to our efforts.
- Continuous learner. As a professional development consulting firm, we highly value and support the continuous growth of our employees and teams.
- High level of creativity and organizational skills, including the ability to prioritize and successfully manage multiple projects simultaneously
- Project management experience with the ability to effectively manage time, multi-task and prioritize; operates with a sense of urgency
- Strong communication abilities both written and verbal; ability to communicate with all levels of seniority in an effective and professional manner
- Strong interpersonal and teamwork abilities with a desire to improve processes
- Relentless curiosity, self-motivation, and innovative thinker
- Proven experience supporting cross-functional teams

## An Overview of FCCS. Our Expertise. Our Services.

FCCS was created in 1975 to help clients enhance their organizations and optimize their operations. In the 45 years since, we have:

- **Expanded** our business and consulting services to address the increasingly dynamic challenges of the marketplace.
- **Introduced** leadership development, governance, and talent management programs that have earned strong praise from boards, executives, and human resource officers, alike.
- **Addressed** the financial and operational concerns our clients face at the most pragmatic levels with legal consulting services, strategic risk management, and collective buying power.
- **Diversified** our clients and programs, bringing growth, new energy, and insight to our organization.

Headquartered in the Denver Tech Center, with approximately 50 employees, FCCS is proud to serve a variety of clients across the U.S.

We provide:

- Governance and Leadership Development
- Conferences, Programs, and Events for Professional Development
- Executive Coaching
- Thought Leadership and Professional Speakers
- Strategic Talent Management
- Merger, Acquisition and Corporate Finance Advisory
- Risk Management and Insurance Management
- Passkey Affinity Program

The unique blend of our expertise, services, programs, and conferences enables us to create enriching business solutions and help organizations to be more.

## JOIN OUR GROWING TEAM!

*Compensation:*

- ✓ *Competitive Salaries*
- ✓ *Annual Performance Bonuses*

*Benefits:*

- ✓ **90% employer paid** health insurance options
- ✓ *9-12 paid holidays annually*
- ✓ *Generous paid vacation and sick time*
- ✓ *Generous 401k matching and other benefits*
- ✓ *Casual Dress Code*
- ✓ *Collaborative and welcoming work environment*

Interested candidates should email a cover letter, resume and salary requirements to  
[human\\_resources@fccsconsulting.com](mailto:human_resources@fccsconsulting.com)

FCCS is an equal opportunity employer (EOE).

FCCS may require job candidates to successfully complete a background check as a condition of employment.