



15279 Alton Parkway, Suite 300
Irvine, CA 92618

freewheelchairmission.org

Job Title: Creative Services Manager

Location: Hybrid, Irvine, CA

Reports To: Marketing Director

Status: Full-Time, Regular Hire

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, nonprofit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”

There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Creative Services Manager who not only meets the job requirements but is interested in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Job Summary:

The Creative Services Manager will be a dynamic professional managing the creative and print aspects of our events, campaigns and shepherding our brands and brand assets. S/He will report to the Director of Marketing and collaborate closely with the marketing team and other teams. This position involves the development of high-level concepts, creative designs, print, video, and online assets that meet the organization’s business objectives and are consistent with the organization’s brand. S/He is also responsible for managing the creative and production workflows, tools, and outside vendors.

Responsibilities:

- Create, edit, and produce creative assets, such as photos, print pieces, web assets, and online banners, supporting various campaigns, events, and other company initiatives.
- Closely manage tasks, schedules, and timelines using Monday.com and other tools to ensure on-time delivery.
- Identify, hire, and manage outside resources as needed, such as printers, mail houses, outside contract designers, and photographers. Serve as the company’s production manager to closely manage print and mail vendors.
- Collect and approve invoices from outside resources and work with the Finance Team and the Marketing Director to help ensure that all are processed on time.
- Proactively plan for future needs so that we have capacity and coverage, internally and externally, to support all key initiatives within budgets so that projects are completed on time.
- Shepherd and manage the organization’s brand, including brand guides and style guides to ensure brand consistency across all channels and for materials bearing the Free Wheelchair Mission brand(s).
- Create high-level creative themes, logos, and designs for key initiatives such as the annual Miracle of Mobility.
- Set up and manage the organization’s Digital Asset Management (DAM) system. Work collaboratively within marketing, programs, operations, and other departments to create the processes needed to have a large and effective asset database used by multiple internal departments.

- Manage incoming creative and print requests from other departments and effectively communicate and collaborate with these internal partners to ensure quality, on-time delivery.
- Collaborate with marketing team members and other teams to provide creative and brand oversight for all promotional materials and “SWAG,” such as shirts, hats, bracelets, pens, etc.
- Other duties and tasks assigned by the Marketing Director.
- Occasional evenings and weekends may be required, for example, for events and emergency response campaigns.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Minimum 3-5 years prior experience in creative services, and/or graphic designer.
- Excellent creative and production skills, especially with photos, print, and web.
- A strong working knowledge of design, brand development, and the creative process.
- Expert level in Adobe Creative Suite applications, including Photoshop, Illustrator, InDesign, and other photo editing and design tools.
- Experience with project management systems, such as Monday.com or Asana, used in the creative process is preferred.
- Photography, videography, and/or video editing experience a plus.
- Professional LinkedIn profile required.
- Bachelor’s Degree or higher required, preferably in design or marketing.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must lift and/or move up to **50** pounds.

All Free Wheelchair Mission employees who will engage in international travel may be required to have an up-to-date, complete COVID-19 vaccination if mandated by the country, the distribution partner, manufacturing sites to be visited or the CDC.

Compensation:

Depending upon qualifications and experience, \$55,000-\$72,000 annual salary.

How to Apply:

Please send resume, including the URL of your LinkedIn profile, to jobs@freewheelchairmission.org with **Creative Services Manager** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.