



Program Manager of Corporate & Community Partnerships

Do you want to help students and faculty change the world from inside the classroom? In Corporate & Community Partnerships at CCAD, we create outstanding collaborative learning projects for talented students and alumni, expert faculty, and forward-thinking organizations to solve the real-world challenges of today and tomorrow. Since 2019, we have partnered with nearly 80 nonprofits, small businesses, government organizations, and corporations to reimagine healthcare, transportation, sustainability, transformative play, retail, culture, and other conversations critical to our collective future. Our vision is that every student will leave CCAD with professional level, real-world experiences that demonstrate how they can immediately impact their chosen profession and the world at large. And this position will be right at the heart of this exciting and ambitious program.

SUMMARY

The Program Manager will work closely with the Director of Corporate & Community Partnerships to carry out project management, development and processing of agreements, financial budgeting and management, hiring and supervision of student workers and project staff, communications and case study development, and documentation for 25-50 collaborative learning projects per year. This position will also serve as a critical connector to other departments like Career Education, Career Services, Alumni Relations, and Institutional Engagement. This role requires strong project management experience, comfort working with many different fields and organizations (both corporate and community), a passion for creative student development, and a self-reliant and organized approach.

The following is a list of those tasks currently known but will update and evolve as processes evolve.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Manage the execution of 25+ projects per year in collaboration with the Director of Corporate & Community Partnerships
- Create project timelines, trackers, processes and task management tools for simultaneous projects
- Schedule project meetings, check-ins, and visits with external partners, faculty, staff, and students
- Supervise student and alumni workers, freelance talent, and interns, including hiring, task assignment, check-ins, timesheets, scheduling, etc.
- Prepare and manage the CCP project budgets, including budget drafting, expense reporting, progress reports, invoicing, etc.
- Oversee CCP event and meeting planning, including catering, room reservations, rehearsals, etc.
- Communicate regularly with external partners, faculty, staff, students and alumni
- Facilitate contract development and execution under the direction of the CCP Director
- Manage the development of the CCP website in collaboration with student workers and the Marketing & Communications department
- Assist Marketing and Communications with procuring assets, participant quotes, and copy for press releases, social media, and other purposes
- Maintain the CCP archive, including documentation, project files, and other critical documents
- Oversee the completion of catalogs, books, case studies, and other published documents, including vendor management (i.e., graphic designers, copywriters, etc.), proofing, ordering, and mailing/distribution

- Serve as back-up support for Career Education and Institutional Engagement
- Track and update learning partner connections in Raiser's Edge
- Assist with the preparation of project presentations, reports, share-outs, and other needs
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

- Supervise student and alumni workers, freelance talent, and interns, including hiring, task assignment, check-ins, timesheets, scheduling, etc.

QUALIFICATIONS/DESIRED SKILLS

- Knowledge of project management processes and tools
- Knowledge of budgeting, bookkeeping, and reporting
- Excellent time-management and organizational skills
- Superb verbal and written communication skills across multiple modes
- Resourceful, efficient, responsive, self-directed, and able to work independently
- Experience with event planning
- Ability to think through a project from start to finish
- Copywriting/writing, photography/video, and graphic design experience is a plus
- Knowledge of and/or strong desire to learn art and design processes
- Passion for working with artists, designers, and the next generation of creative innovators

EDUCATION and/or EXPERIENCE:

- Bachelor's degree, preferably with some coursework in art and/or design
- 3-5 years of relevant administrative and programmatic experience
- Program experience with Adobe products, Google Suite, and MS Office
- Program experience with Raiser's Edge, Asana, and Smartsheet a plus

PHYSICAL DEMANDS

While performing the responsibilities of this job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is required to stand, walk, reach with arms and hands, and lift up to 30 pounds. Vision abilities required in this job include overall visual acuity for digital and print visual designs.

WORK ENVIRONMENT

The noise level in the work environment is moderate.

The pace of the work environment is moderate to fast.

The employee is occasionally exposed to outside weather conditions.

COMPENSATION: This position is full-time, non-exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is

closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.