Job Posting
Manager, Design

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

The position

We are looking for a Manager, Design to help bring our vision to life by leading our design function and elevating how our brand shows up in Alberta and across Western Canada.

If you love building brands, solving creative challenges, and making a difference, this role is for you. You'll be the Foundation's lead design resource, shaping how our stories are seen and experienced through campaigns, donor communications, digital assets, merchandise, and more.

The Stollery Children's Hospital Foundation (the Foundation) is strongly committed to an inclusive, respectful, and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences, and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

Key responsibilities

Reporting to the Director, Marketing, you will:

Brand Stewardship & Visual Identity

- Lead the application and evolution of the Foundation's visual identity across all channels
- Maintain consistency of brand standards across creative outputs
- Develop and manage a brand asset library, internal templates, and creative guidelines
- Partner with external agencies on brand refresh(s) and ensure smooth integration into ongoing work

Creative & Design Execution

- Create high-quality design assets, including (but not limited to):
  - Campaign collateral and fundraising cases
  - Event signage, banners, and branded merchandise
  - Stewardship, donor, and sponsorship recognition
  - Digital ads, social graphics, and web assets
  - Internal templates (e.g., PowerPoint, letterhead, email headers)
- Translate strategic goals and messages into impactful visual storytelling
- Ensure all outputs are accurate, brand-aligned, and appropriate for their intended channel

Project & Process Management

- Manage design workflow across departments; prioritize and schedule work to ensure deadlines are met
- Coordinate vendor relationships and oversee print production and swag/signage development
- Build and maintain a roster of freelance designers to support overflow needs, as needed
- Track design project budgets, timelines, and deliverables

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Collaboration & Leadership

- Partner with Marketing, External Relations, Communications, and Philanthropy to deliver cohesive creative materials
- Provide creative insight and contribute to campaign strategy and direction
- Offer mentorship, coaching, and design expertise to colleagues when required
- Act as an internal advocate for design excellence and creative innovation

Other:

- Serve as a Foundation representative on various internal and external committees
- Actively promote, participate in, and be an ambassador of the Foundation's fundraising activities and events

As our ideal candidate, you're someone who is:

- Educated, ideally with a bachelor's degree or diploma in a related field (e.g. graphic design, visual communications)
- Experienced, with a minimum of ten (10) years of professional design experience, with exposure to both print and digital, and who holds a portfolio showcasing a breadth of design work, particularly in branding and storytelling
- Experienced in nonprofit or mission-driven environments
- Able to demonstrate comprehensive knowledge of design principles & brand strategy
- Proficient with industry-standard design tools (e.g. Adobe Creative Suite – InDesign, Illustrator, Photoshop, and Canva)
- Experienced in project management, with strong organizational and time management skills, and possesses the ability to take a project from concept to completion
- Highly knowledgeable of print production and has experience managing external vendor relationships
- Able to demonstrate strong written and verbal communication skills
- A highly creative thinker and innovative in their approach
- Approachable, open, self-motivated, accountable, flexible, tactful, and professional
- Skilled at navigating changing priorities and creatively overcoming challenges in a fast-paced, agile environment
- Positive with a solution-focused attitude who can take initiative and work both independently and as part of a dynamic team
- Able to work flexible hours, evenings, and weekends, and travel as required
- Is in the Edmonton area and able to commute to the office on a regular basis
- Passionate about children's health and building grassroots movements

Additional information

- Our successful applicant will be required to undergo a background and credit check

The salary range for this position is $88,500 to $100,000 annually.

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until

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September 30, 2025 or until we find a qualified candidate who's a great addition to our vibrant culture.

To apply, please email: jobs@stollerykids.com
**** Enter "Manager, Design" in the subject line.**