

Our Lady of the Angels Monastery in Hanceville Alabama

Job Description – Graphic Design Manager

Work Group: Shrine

Reports to: Shrine Director

Full or Part Time: Full Time

Paid Hourly or Salary: Salary

FLSA: Exempt

Schedule: Variable

Job Summary

The Graphic Design Manager advances the mission of the Shrine and its entities through effective print, digital, social, and visual communications. This position develops and maintains a strong, cohesive brand identity; promotes Shrine programs, events, and pilgrimages; and supports efforts to increase visitor awareness, attendance, and engagement. The Graphic Design Manager works collaboratively with the PCPA's, Shrine work groups, management, and outside vendors to ensure high standards for marketing, communications, and graphic design. This position is primary indoors and fairly sedentary.

Essential Duties

- Develop communications and marketing strategies that support public engagement, visitor awareness, and pilgrimage.
- Design, produce, and maintain content and materials for websites, email marketing, social media, newsletters, brochures, promotional materials, and Gift Shop inventory.
- Manage and maintain the Shrine's brand identity across programs, platforms, signage, and communications, ensuring consistency with the Shrine's mission, values, and standards.
- Collaborate with Outreach, Hospitality, Shrine Management, and other work groups to develop effective communications for target audiences.
- Support Shrine events through event coverage, planning, registration forms, promotional materials, and other communications.
- Manage the Donor Perfect mailing list database and online forms.
- Design and manage fixed and temporary campus signage.
- Maintain knowledge of nonprofit communications and marketing best practices.
- Complete special projects and other duties as assigned.
- Maintain prompt and consistent attendance.

Knowledge, Skills & Requirements

- Excellent written and verbal communication, collaboration, marketing, and project-management skills with the ability to meet deadlines.
- Considerable knowledge and experience with Adobe platforms, website coding, photography, and videography.
- Bachelor's degree in a related field or a minimum of five years of related experience preferred.
- Commitment to upholding the mission of Our Lady of the Angels Monastery.
- Knowledge of the Catholic faith preferred.
- Valid driver's license required.

Our Lady of the Angels Monastery is an Equal Opportunity Employer

Revised 10/23/2026