

Job Description Interior Designer

Manager: Director of Design

Key Teams/People: Design, VP, Innovation, VP, Programs, Programs Team, Procurement Team

The Interior Designer at Heart of America plays a pivotal role in transforming educational spaces by leading all phases of design—from site surveys and conceptual layouts to sponsor-branded graphics and construction-ready documentation—while upholding the organization’s mission, values, and brand standards. Reporting to the Director of Design and collaborating cross-functionally with innovation, programs, and procurement teams, this role blends strategic planning, stakeholder engagement, and hands-on design execution. The ideal candidate brings design and/or architectural expertise, fluency in design software, and a passion for mission-driven work, thriving in dynamic environments that demand creativity, precision, and collaborative spirit.

Key Responsibilities:

- 1) Enhances and implements organizational vision in keeping with HOA’s values.
- 2) Ensures programmatic excellence based on HOA’s Operating Principles.
- 3) Manages and promotes relationships with key stakeholders, promoting outstanding customer service and establishing strong working relationships.
- 4) Manage design process for all makeover projects throughout all phases of project rollout.
- 5) Develop design packages/“kit of parts”, including graphics for sponsors.
- 6) Other duties as assigned

Time and Tasks:

- 1) Enhances and implements organizational vision in keeping with HOA’s values.
 - a. As a member of the design team, this staff member will guide and engage in short and long-term strategic planning for initiatives in scope of this role.
 - b. Ensures alignment of decision-making, goal setting and problem solving for programs within the scope of this role as directed by Mission/Vision.
 - c. Provides a clear link between organizational goals and objectives and team job descriptions and individual roles and responsibilities.
- 2) Ensures programmatic excellence based on HOA’s Operating Principles.
 - a. Attract, develop, coach and retain high performance team members, empowering them to elevate their level of responsibility and performance.
 - b. Provide leadership in development of inter-team communications and cohesiveness, sustaining HOA’s values and supporting staff during organizational growth.
 - c. Demonstrate consistent quality of finance and administration; communications and systems; recommends timelines and resources needed to achieve program goals.

Ensure that key project outcomes are evaluated and leveraged for maximum community and organizational impact.

- 3) Manages and promotes relationships with key stakeholders, promoting outstanding customer service and establishing strong working relationships.
 - a. Researches and develops new relationships with sponsors, partners, and other relative stakeholders to promote project development and secure new contracts.
 - b. Promotes project development and secures new contracts.
 - c. Ensures sponsor branding is accurately represented and avoids conflicts with similar brands.
- 4) Manage design process for all space transformation projects throughout all phases of project rollout.
 - a. Leads all phases of the design process: site surveys, schematic design, CAD layouts, elevations.
 - b. Evolves layouts into conceptual designs including paint, flooring, ceiling, lighting, furniture, décor.
 - c. Insure lean and efficient design processes by identifying and communicating opportunities and strategies for improvements
 - d. Drafts electrical drawings for power distribution, lighting plans, schematics, conduit and conductor schedules.
 - e. Ensures furnishings and materials are within budget and aligned with brand standards.
 - f. Maintains brand consistency for HOA and partners.
 - g. Prepares presentation materials and presents to internal and external stakeholders.
 - h. Incorporates client feedback into revisions and updates.
 - i. Creates initial scope of work to support construction planning.
 - j. Provides design guidance to the Project Management Team.
 - k. Collaborates with construction teams and identifies architecture consultants when needed.
 - l. Stays current with educational design concepts, furnishings, tools, and technology.
- 5) Develop design packages/"kit of parts", including graphics for specific sponsors.
 - a. Designs sponsor-specific elements and graphics.
 - b. Recommends creative enhancements and refinements.
 - c. Ensures sponsor branding is integrated and conflict-free.
- 6) Serve as liaison for all external design partners.
 - a. Coordinate with external design partners to insure seamless HOA design packages.
 - b. Conduct internal review/approval meetings for designs prior to external presentation.
 - c. Review design work for accuracy before finalizing.
 - d. Work with external design partners on graphic needs.
- 7) Other Duties as Assigned
 - a. This position requires flexibility and adaptability. There will be tasks assigned that are outside of this job description from time to time.

- b. Please note that this job description is not designed to be an exhaustive listing of all the activities, duties, or responsibilities that are required for employment. Activities, duties, and responsibilities, may change at any time and without notice.

Skills and/or Knowledge

- Minimum 3 years professional interior/architectural design experience preferred
- Bachelor of Architecture or Interior Design required, M. Architecture and/or LEED accreditation preferred
- Knowledge of building/construction industries and FF&E coordination
- Experience with educational environments and space planning

- Portfolio of completed design projects
- Can establish priorities, work independently, and proceed with objectives without close supervision
- Clear and strong ability to articulate design initiatives and concepts
- Must be able to interact with all groups involved in a project, including team(s) of architects/designers, clients, vendors and subcontractors.
- Proficiency in MS Office and Revit/AutoCAD required; Adobe Photoshop & Illustrator strongly preferred
- Sketch Up, or other rendering platform skill desirable
- Understanding of interior materials and appropriate application
- Experience establishing and maintaining budgets
- Ability to conduct presentations in small and large group settings

Abilities & Competencies

- Experience in a team-based, mission-driven environment
- Ability to develop and direct long-term projects
- Strong work ethic; self starter
- Ability to interact with many types of people at different levels
- Ability to adapt to change, feedback, and diverse communication styles
- Highly organized and skilled at managing multiple tasks and projects simultaneously
- Commitment to quality programs and excellence in organizational and project management
- Ability to develop and direct long-term projects as they relate to the strategic goals of the organization
- Integrity, positive attitude, mission-driven, and self-directed
- Ability to achieve strategic objectives and manage a budget
- Must meet strict deadlines on a consistent basis
- Excellent analytical and organizational skills
- Excellent verbal and written skills
- Ability to get along well with diverse personalities and interact with people at different levels within an organization with tact, flexibility and discretion

- Willingness to work flexible hours, including some weekend work
- Willingness to travel
- Ability to lift up to 50 lbs.
- Valid driver's license and the ability to drive an SUV or mini-van.