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<b>Job Title:</b>	Lead Product Designer	<b>FLSA Status:</b>	Exempt
<b>Department/Group:</b>	R&D	<b>Risk Designation:</b>	LR-C
<b>Location:</b>	Tampa, FL	<b>Date Prepared:</b>	8/26/2022
<b>Reports to:</b>	Director of Product Management	<b>Prepared By</b>	David Hull
<b>Version:</b>	3		

**Job Summary/Overview**

**JOB FUNCTIONS:**

The Lead Product Designer is an IntelAgree team member involved in many aspects of software product design and development from creating the experience of new features to the craft and finish of every detail in the product. We want designers who think deeply, speak clearly, and love collaborating with and receiving feedback from team members and stakeholders.

**Job Function and Qualifications**

**ESSENTIAL DUTIES/RESPONSIBILITIES**

What you'll be doing:

- Working cross-functionally with team members and stakeholders to facilitate design discussions and give feedback in planning and product design
- Collaborating closely with Product Leadership to define features and contribute to the overall direction of products
- Oversee all design projects, from conception to delivery
- Features created are user-friendly and convey consistency across the platform
- Designing flows, prototypes, sketches, and high-fidelity visuals for product features
- Working extremely closely with team members using Scrum to ensure a high-quality implementation and user experience
- Solicit feedback from your peers, including other product designers and team members
- Present prototypes to internal and external stakeholders to gather feedback
- Working in close collaboration with Product Leadership to inform and improve design processes
- Proactively looking for ways to keep all time productive and using non-product time for personal training, internal projects, and administrative tasks
- Leading and mentoring junior designers

How you'll get the job done:

- Accountability for value in the work you perform and the service you provide
- Establish credibility by the sharing of knowledge related to your personal experiences and work with the team to maintain strong communication throughout each relationship
- Sticking to the game plan. If something gets committed, ensuring it gets done
- Making it your job to know the product being delivered and how it will provide business value
- Something will always come up, and it's better to play like you're catching up than to play like you've already won
- Whether it's when you need help or when you're unsure of an outcome, when in doubt, call out
- When something is standing in your way of providing a successful solution, you have the authority to stop the assembly line until it gets resolved
- Stepping out of your comfort zone at times
- Taking pride in the work you have accomplished and showing it to the customer
- Avoiding the desire to take shortcuts at times instead maintain the consistency in how we approach solutions to ensure successful outcomes. Avoid the temptation to think that a difficult situation will be resolved simply by the passage of time and without the hard work of addressing root causes

#### **EDUCATION/TRAINING REQUIREMENTS (LICENSES, PROGRAMS, OR CERTIFICATES)**

- Academic background in computer or graphic design

#### **EXPERIENCE**

- 5+ years of experience in an individual contributor role, on a Product Design team for desktop or mobile
- Experience with JavaScript and jQuery
- Knowledge of Scrum – if you don't have this, you should possess a willingness to learn and adopt it quickly
- An outstanding portfolio, showcasing a foundation in Typography, Interaction and Visual Design, and Ideation
- Experience in working and collaborating with diverse teams in a dynamic, rapid growth environment
- Experience partnering with Product Leadership to develop the strategy and rationale for features
- Experience with prototyping to explore and convey design solutions
- Design experience using HTML5, CSS, SaaS and Bootstrap

#### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Technically savvy, entrepreneurial spirit who thrives in environments that reward self-initiative and resourcefulness
- Non-complainer – everyone has something they'd rather not do
- Willingness to take on additional responsibility to ensure team success and quality solutions
- Team player that understands how your own work is important to the team's success
- Ability to multitask across different products
- Become a partner and trusted advisor to stakeholders, advising on best-fit designs and best practices
- Professionalism to include written and oral communication and the ability to communicate collaboratively in front of a whiteboard. An ability to understand your audience and adjust your communication style appropriately.

- Ability to learn business concepts quickly
- A desire to constantly learn and share new knowledge, whether this is reading a book and posting a review on our Teams, or giving a lunch-and-learn on the hottest new JavaScript plugin
- A caring attitude – care about what you do, who you do it with, and how you’re going to be successful in the end

**WORK ENVIRONMENT/OTHER INFORMATION (TRAVEL REQUIRED, PHYSICAL REQUIREMENTS, ON-CALL SCHEDULES, ETC.)**

N/A

Reviewed By:	Katrina Itle	Date:	7/15/2019
Reviewed By:	Amanda Bartolomeo	Date:	6/23/2020
Reviewed By:	Amanda Bartolomeo	Date:	7/21/2021

## Ready to Apply?

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Email Michael Schacter at [productmanagement@intelagree.com](mailto:productmanagement@intelagree.com) the following:

- **Resume**
- **Cover letter**
- **Portfolio**



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