

# Graphic Designer Job Description

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**Position:** Graphic Designer

**Position Type:** Part-time, non-exempt

**Supervisor:** Director of Communications

**Position Summary:** Are you ready to put your creative and design skills to use doing good in the world? DuPage Foundation offers a collaborative and congenial office working environment where your designs and talents will ultimately be helping people with the most limited resources. You will be 1) creating design and layout for the Foundation's website, social media, publications, events, presentations, signage and more; 2) increasing the Foundation's visibility among key target audiences; 3) educating the entire DuPage County community and beyond about the Foundation's mission and services; and 4) through your art, engaging existing stakeholders to continue their passion for the Foundation's mission.

The ideal candidate will be highly skilled in graphic design, photography and art using computer programs and concepts with a knowledge of how effective design can be used to motivate and market to various audiences. Expertise in a variety of social media programs is a huge plus. You will need to be organized, creative and self-motivated and possess a desire for success in cause-related marketing, writing, copy-editing and proofing, and be prepared to effectively communicate to multiple market segments through beautiful graphic design. Knowledge of web-based content management systems, HTML and other coding languages in addition to photo management and video editing a plus. Must have a genuine interest in helping raise the quality of life for the residents of DuPage County.

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## Graphic Design Job Expectations:

- The Foundation regularly communicates with and motivates its audiences to action through its various media, publications and presentations including website, social media, email, newsletters, annual reports, fliers, invitations and more. Your primary responsibility will be in creating and executing design and layout for consistency, industry best practices and quality
- You will help with website and email marketing design and layout
- You will need to organize and manage source files, photography, illustration and video for easy retrieval
- Your work will support Foundation initiatives and you will serve as a resource/liaison for Foundation constituents and vendors as requested
- You will be available to assist the director of communications and other departments as needed for marketing, communications, organization of creative assets, and more
- You will stay informed regarding and help educate the Foundation's staff and key leaders about

emerging marketing and communication design strategies and technologies

**Other:**

- Your work will benefit all departments including advancement, programs, events and governance with a concentration on how to best attract, reach, motivate and communicate with audiences
- You will support the planning and execution of Foundation activities and events as assigned
- You will represent the Foundation at various community activities and events as requested

**Qualifications:**

- Associate's degree in graphic design with an excellent portfolio and proven experience using social media
- Ability in photography and photo editing
- Some relevant experience with a proven track record of success and/or recommendations by teachers, mentors or freelance clients
- High proficiency in Adobe Creative Suite, Canva, other design programs and social media applications
- Proficiency in Microsoft Office and in video editing software a plus
- Highly organized, creative and self-motivated with the ability to prioritize and manage multiple projects simultaneously
- Strong interpersonal and networking skills among diverse constituent groups
- Willingness to work some evenings and weekends
- Existing knowledge of the local community and philanthropic landscape a plus

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**To Apply:** Email a PDF résumé, two design samples and cover letter with “Graphic Design Position” in the subject line to Hiring Manager at [apply@dupagefoundation.org](mailto:apply@dupagefoundation.org) by **Friday, August 21, 2020**, 5:00 p.m. Central, to be considered. All applications will be considered under the strictest of confidence.

**Hiring Policy:** The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, pregnancy or any other legally protected status.

***DuPage Foundation is a community foundation with a mission to raise the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs and building community partnerships. We are doing a world of good in our own backyard.™***