



# PHI KAPPA PSI FOUNDATION

Invest today. **Change tomorrow.**

## **POSITION TITLE:**

Graphic Designer

## **BASIC FUNCTION:**

The Graphic Designer is a full-time position responsible for producing innovative design solutions that combine both written and visual elements in touch points across multiple platforms. The position promotes the Foundation's mission through the design of highly visible and impactful print and digital collaterals and campaigns as well as web properties and products. Working collaboratively with marketing and communications colleagues and internal teams, this position creates designs that achieve project-specific outcomes, adhere to brand standards, and support the Foundation's overall engagement, communications, and fundraising objectives. Designs may range from small-scale updates of existing templates to large-scale original design.

## **RESPONSIBILITIES:**

- Designs and produces original graphic solutions to meet communication objectives in support of strategic fundraising priorities.
- Produces visual touch points for print, digital, and social graphics.
- Exhibits a high level of creativity and attention to detail.
- Implements pre-press process for production of digital files.
- Researches appropriate design ideas to develop the best approach and concepts for style, technique, engagement, and production methods for the project.
- Collaborates with cross-functional teams from the ideation phase through production.
- Exhibits strong communication skills and ability to articulate visual concepts.
- Delivers against timelines and milestones, identifies potential delays, and proactively find solutions.
- Executes consistently branded campaigns across multiple channels of distribution.

## **INTERNAL RELATIONSHIPS:**

Reports to the Senior Director of Communications as a member of the cross-organizational Communications Team. Works closely with the Chapter Development Services Team, specifically the Director of Annual Giving, as well as with all Foundation and Fraternity staff.

## **EXTERNAL RELATIONSHIPS:**

Has regular contact with the public, vendors, donors, alumni, undergraduates, and friends of Phi Kappa Psi as appropriate.

## **QUALIFICATIONS and QUALITIES:**

- Bachelor's degree with emphasis in graphic design, communications, or related field preferred.
- Demonstrated organizational and communication skills as well as ability to work with and motivate other professionals and volunteers.
- 1-3 years of experience in graphic design.
- Creative and visual storyteller.
- Experience with Adobe Creative Cloud required.
- Member-centered and focused on building lasting relationships with donors.
- Excellent sensibility for design and typography as well a knowledge of print processes and production standards.
- Demonstrated creativity, attention to detail and problem-solving skills.
- Ability to organize, multitask and meet very distinct deadlines while expressing a high degree of creativity.
- Ability to take initiative and work independently.
- Strict attention to detail.
- Openness to new ideas and their implementation.
- Ability to adapt to changing situations appropriately.
- Broad based knowledge of non-profit fundraising a plus.

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[PKPFOUNDATION.ORG](http://PKPFOUNDATION.ORG)



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## **OTHER DUTIES:**

The above statements are intended to describe the general nature and level of work being performed in this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## **NON-DISCRIMINATION POLICY:**

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.