**POSITION TITLE:** Graphic Designer

**REPORTS TO:** SVP Marketing

**CLASSIFICATION:** Full-time, Exempt

**PRINCIPAL FUNCTION:** The graphic designer will work with a passionate team of Federation marketing professionals to convey information visually and continue to elevate the brand, supporting the needs of a variety of in-house clients. We are a team committed to growth, for our organization, for our team, and for the individual. If you are innovative and passionate, with a keen sense for design and strong technical skills, we want to hear from you!

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Concepting and Design Projects**

The graphic designer is the primary person responsible for concepting and executing all design work, working within a set of brand standards as well as helping push the boundaries of extending the possibilities while staying on brand. Projects include but are not limited to:

* Flyers, brochures, posters, and other print collateral
* E-mail, social media and website graphics
* Newsletter and impact report templates
* Print and digital ads
* Direct mail, postcards
* Signage, banners
* Notecards, letterhead, and other office needs
* Branding and logo design
* Infographics and other means of data visualization

**Management**

* Manage all outside print vendor relationships with all associated details around specs, processes, timelines, etc.

*The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.*

**REQUIRED SKILLS AND ABILITIES**

* Proficiency in Adobe Creative Suite – with particular emphasis on InDesign, Illustrator and Acrobat
* Proficiency in Office products such as Microsoft Publisher, PowerPoint and Word
* Experience in using Trello or other project management tools
* Experience in Canva, gif animation, website graphic development and Adobe Premier or other video editing software a plus
* Strong understanding of traditional, digital and social media
* Ability to organize, prioritize, manage and complete multiple, often-competing projects with dependability
* Driven, self-starter, resourceful and able to work with minimal direction
* Strong customer service while maintaining the ability to drive outcomes with clients of different personalities
* Excellent verbal and written communication abilities to present conceptual ideas to clients
* Collaborative team player with a positive attitude and a willingness to learn and grow

**EDUCATION AND EXPERIENCE**

* Degree in graphic design or related field
* 2-4 years design experience
* Experience working in an ad agency or within an internal client agency group

**PHYSICAL REQUIREMENTS:** Intermittent standing and walking with prolonged periods of sitting at desk or in meetings. Job is full-time and requires a minimum of 3 days in our office.

**COMPENSATION:**  The salary range for this position is $58,000 - $65,000 plus benefits. Anticipated salary near midpoint; commensurate with experience.

**BENEFITS:** We offer a comprehensive benefits package includingmedical, dental, vision, long-term disability, and life insurance; 403 (b) Thrift Plan with employer match; Paid Time Off; Holiday pay

*\* Jewish Federation of Greater Atlanta is an equal opportunity employer.*