



## Position Description

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<b>Position Title:</b>	Graphic Designer
<b>Status:</b>	Non-Exempt
<b>Position Reports To:</b>	Creative Director
<b>Schedule:</b>	Full time up to 40 hours per week with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for special events. We currently have a hybrid office with 2 days a week in person/3 days of remote work.
<b>Salary Range:</b>	\$35,000 - \$55,000

### I. General Summary of Responsibilities:

The graphic designer works as a production artist to complete concepts provided by the Creative Director. Designs graphics to be used in print and digital spaces—including layout for reports, fact sheets, social media graphics, merchandise, fundraising and event support. The graphic designer will also assist in providing concepts, working with vendors, and telling the overall story of the Women's Fund, its initiatives, advocacy efforts, partnerships and success in the community. This position requires consistent delivery of high-quality work that is on time and effective.

### II. Position Duties:

- Works as a member of the Public Awareness team to determine the scope of each project. Works with Creative Director on projects from conception to completion.
- Able to work independently and with a highly collaborative, dynamic team. Able to self-manage time and deadlines within a highly flexible culture.
- Creates print marketing collateral, such as brochures, mailers, posters, event collateral, templates, etc.
- Creates digital marketing collateral, such as web graphics, fact sheets, email headers, social media graphics, video, digital ads, etc.
- Develops shareable, original content for various platforms, including youth-facing social media channels.
- Works with the Creative Director on managing creative assets and maintaining brand standards and brand consistency across all forms of media.
- Creates branded items for Women's Fund online store and manages vendor relationship.
- Captures/curates photography for marketing materials, social graphics and assists with arrangements for photo and video shoots.
- Creates materials for production, assists in purchasing and distribution coordination.

- Work with vendors to secure bids and ensure that quality standards and deadlines are met for deliverables.
- Participates in trainings and/or continues education on relevant material for professional development in the areas of graphic design as well as gender and racial equity.
- Consistently provides high quality work on time.
- Performs other duties as assigned.

**III. Qualifications:**

Two years or more of marketing, graphic design or related experience required.

Expert experience with Adobe InDesign, Photoshop and Illustrator is a must, as is punctuality and dependability. Skills in communication, creativity, conceptualizing, analytical and time management are also required.

Skills and Knowledge	Required	Preferred
Exceptional creativity and innovation.	X	
Skilled at thinking creatively and concepting ideas.	X	
Ability to manage workload and time within a very flexible culture.	X	
Ability to communicate the mission and values of the Women’s Fund through design.	X	
Ability to effectively collaborate with other staff, interns and partners.	X	
Ability to take ideas from inception to design to production.	X	
Ability to multi-task effectively with excellent time management and organizational skills.	X	
Ability to work independently with accuracy and attention to detail.	X	
Motivation to create work that makes a difference, combining art and technology to communicate ideas through design.	X	
Proficiency in Microsoft Office Suite.	X	
Expert experience in graphic design software (Adobe Creative Suite).	X	
Skill in effective written and verbal communication.	X	
Skill in photography, video and editing of both.		X
Skill in illustration/drawing.		X
Knowledge of HTML and coding.		X

Ability to engage social media audiences through knowledge of current trends, best practices and familiarity of various platforms.	X	
Understanding of the importance of gender equity, racial equity, intersectional feminism, diversity and inclusion and principals of social justice.		X

*Last Revised: April 2022*

**How to Apply**

Please send a cover letter, resume and a representative sample of their work to Jen Pavkov at [JPavkov@OmahaWomensFund.org](mailto:JPavkov@OmahaWomensFund.org) by May 21, 2022.

**About the Women’s Fund**

The Women’s Fund is a nonprofit organization dedicated to improving the lives of area women and girls. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions and influences dynamic change. Since its beginning in 1990, the Women’s Fund has supported local agencies with more than \$50 million in grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. It is the only foundation that provides grants exclusively to programs for women and girls and is the leading organization researching issues concerning women and girls to raise awareness and drive change. For more information, visit [OmahaWomensFund.org](http://OmahaWomensFund.org).

**Nondiscrimination Policy**

The Women’s Fund does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation, or economic status, in any of its programs, activities and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and partners. The Women’s Fund in an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment, against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression.

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*