



**H. E. BUTT
FOUNDATION**

JOB DESCRIPTION

Name

JOB TITLE:	Junior Designer
DEPARTMENT:	Communications
REPORTS TO:	Graphic Design Manager
EFFECTIVE DATE:	
CLASSIFICATION:	Exempt

POSITION SUMMARY: The junior designer assists with the design of print and digital media from initial concept to design, production, and completion. This position will work across multiple platforms and use a variety of tools to produce creative solutions including but not limited to branded corporate identity, collateral material, direct mail and marketing pieces, user interface design elements for web and mobile, environmental graphics and signage, periodical design, video titles, curriculum, apparel and merchandise, and social media. Under the supervision and creative direction of the graphic design manager, the junior designer supports the work of the Foundation by producing materials in compliance with our organizational brand standards.

PROGRAM MISSION: The Communications team applies strategic insight, creative editorial and design, and disciplined project management skills to align Foundation programs' branding, marketing, and communications efforts with both the Foundation's larger strategic vision and our programs' own marketing objectives. Working collaboratively, Communications helps programs craft memorable, quality content that reinforces our brand, inspires, and engages our constituents and employees, and educates the broader public on the Foundation's mission and ongoing work. Our team executes both internal and external communications across a variety of channels including print, mobile, video, web, email, social media, installations, and merchandise.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Produce brand-aligned visual assets in close coordination with the graphic design manager
- Create, redesign, or revise print and digital assets across a variety of platforms

- e.g., brochures, booklets, periodicals, merchandise, mass mail letters, stickers, t-shirts, websites, landing pages, maps, social media content, emails, video graphics, infographics, and iconography
- Maintain and reinforce a positive relationship between Communications and programs, departments, vendors, and key stakeholders
 - Work with identified stakeholders to ascertain their communication needs, estimate scope of work and budget, and communicate clearly with project manager and graphic design manager
- Present design work and rationales to management, team members, and sometimes stakeholders outside the Communications team
- Coordinate with the graphic design manager, senior director of communications, writers, developers, and program and department teams to ensure all assets clearly communicate the Foundation's objectives, are in alignment with the brand and existing materials, and are completed on time and within budget
 - Research for communication and design projects, sourcing appropriate vendors, assessing best practices, implications for Foundation mission, and efficiencies/cost-savings
 - Produce clear and concise recommendations based on well documented research
 - Source and manage approved print/production vendors, seeing projects through to completion with necessary reviews, approvals, feedback, and liaising between vendor, graphic designer, and Foundation stakeholders
- Support the Foundation's brand guidelines through communication and facilitation of the proper use of Foundation brand across the organization
- Participate in creative meetings and project plans, capturing action items and goals
- Prepare and execute expense reports on a regular and timely basis
- Actively participate and work with team using existing tools and structures for project and task management

QUALIFICATIONS:

- Bachelor's Degree in Graphic Design, Communication Design, or another related field with strong portfolio required
- 2 - 5 years' experience producing print, web, and event graphic design required
- 2 - 5 years' experience interfacing with non-profit or institutional design clients preferred

COMPETENCIES–Knowledge, Skills, and Abilities:

- Demonstrates attention to detail
- Strong written and oral communication skills
- Ability to use discretion and maintain confidentiality
- Ability to work independently and in a dynamic team setting
- Effective time management

- Strong proficiency in Adobe Creative Cloud—especially InDesign, Illustrator, and Photoshop
- Proficiency in hand skills, such as thumbnail sketching, creating tight pencil roughs, cutting, and folding
- Strong layout, typographic, production, and color abilities along with a love for working in both print and digital spaces

PHYSICAL REQUIREMENTS:

- The employee may occasionally lift and/or move items up to 25 pounds
- The employee must be able to walk between camp and office facilities, on uneven terrain, as needed
- The employee must be able to perform repetitive graphic design mockup tasks
 - e.g., cutting, and collating paper and matboard safely with X-ACTO blades, utility knives, paper-cutting guillotines; using die-punches, stamps, hole-punches, scissors, scoring pens, bindery machines, etc.

WORK ENVIRONMENT:

- This role operates primarily in a professional office environment
- This position may occasionally work in a camp or retreat setting
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE