

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Digital Graphic Designer
<b>Supervisory Relationship</b>	Director, Communications and Marketing
<b>Work Location</b>	1801 South Ashland, Chicago, IL 60608
<b>Organization General Description</b>	<p>After 25 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$431 million in community investment.</p>
<b>Pillar Purpose</b>	<p>Institutional Advancement strategically aligns and integrates public relations/marketing/communications, resource development, and organizational leadership development to move the organization towards its aspirational self. The pillar includes two departments: Resource Development and Marketing/Communications. These areas work collaboratively with each other and other pillars across TRP to raise the visibility of the organization, increase resources, and develop and strengthen relationships with leaders who invest their time, talent, and treasure through board and committee roles, to move the organization forward. During the next five years a key focus of this area in the pillar is the Imagine More Campaign and supporting other pillars through marketing/communications.</p>
<b>General Job Description</b>	<p>The Digital Graphic Designer provides leadership in the design, coordination and development of all graphical elements (print collateral, video, web, digital and brand-related materials). Reporting to the Director of Communications and Marketing and working closely with the Marketing/Communications (MarCom) team, the Digital Graphic Designer will work collaboratively to envision and create cutting edge designs that adhere to TRP branding guidelines.</p>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Work closely with MarCom Director to create inspiring, strategic, and innovative ideas that work in a fully integrated manner, both online and offline.</li><li>• Work closely with MarCom Director to develop creative concepts, graphical treatments, photography, imagery, charts, text, and multimedia elements to create high-impact collateral, web, presentations (including Flash), proposals, graphics and other marketing tools.</li><li>• Responsible for managing and developing content for website(s) and social media platforms.</li><li>• Ensure creative yet consistent look and feel that adheres to and supports our brand, visual identity, legal guidelines, and messaging.</li><li>• Collaborate with MarCom and other department leaders to develop compelling visual concepts and themes for marketing TRP brand, services and products to diverse demographic targets.</li><li>• Manage the flow of work and appropriate graphic resources to ensure timely and successful project completion.</li><li>• Consult and problem-solve with external printing shops and other vendors.</li><li>• Work independently and handle ongoing projects simultaneously.</li><li>• Design for highest quality and attention to detail.</li><li>• Other duties as assigned.</li></ul>

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<b>Performance Measures</b>	<ul style="list-style-type: none"><li>• Creation of innovative and brand-focused materials (print, web, presentations, etc.).</li><li>• Develop and update brand guidelines as needed.</li><li>• Achieve annual marketing benchmarks (i.e. growth in audience, engagement indicators, website traffic, etc.).</li><li>• Timely creation of marketing materials.</li><li>• Achieve annual outreach goals (i.e. print collateral, website updates/development, monthly newsletters, etc.).</li><li>• Complete professional development goals.</li><li>• Active participation in meetings and programs.</li></ul>
<b>Essential Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Bachelor’s Degree in Graphic Design and/or related field.</li><li>• Five-to-seven years of professional design experience in an agency or in-house department.</li><li>• Proficiency in all Microsoft Platforms, Adobe Suite, WordPress, Web Development Tools and Applications.</li><li>• Comprehensive understanding of print and digital production methods.</li><li>• Expertise in digital creative execution and brand strategy.</li><li>• Excellent verbal and written communication skills.</li><li>• Strong presentation skills and the ability to articulate design solutions to key team members.</li><li>• Self-starting individual with proven ability to take ownership for results and driving change.</li><li>• Strong customer service and negotiation skills.</li><li>• Experience using social media platforms and scheduling tools.</li><li>• Experience in developing branding guidelines and logos.</li><li>• Experience with photography and video.</li><li>• Project management skills and strong planning, organizational, and administrative skills.</li><li>• Collaborative working style with an ability to work within a team in a hands-on capacity to achieve individual, team, and organizational goals.</li><li>• Calm in critical situations, open-minded, and the ability to adapt well to changing environments.</li></ul>
<b>Special Working Conditions and Demands</b>	<ol style="list-style-type: none"><li>1. Must be able to work some evenings and weekends.</li><li>2. Ability to drive and travel occasionally within city and suburbs</li></ol>
<b>Position Classification</b>	Full-time, Exempt
<b>Updated By</b>	Director, Communications and Marketing
<b>Preparation Date</b>	2/1/17
<b>Statement of Equal Opportunity</b>	The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.
<b>Application Instructions</b>	Please send resume and cover letter by email or mail. No phone calls please.
<b>Contact Information</b>	Email: <a href="mailto:trpjobs@resurrectionproject.org">trpjobs@resurrectionproject.org</a> Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608