



Guiding non-profits to success & sustainability

Position: **Graphic Designer**
Reporting to: Client Services Manager
Work Centre: Virtual
Compensation: As agreed
Start Date: TBD

Position Overview:

Reporting to the Client Services Manager, the Graphic Designer (as part of our design team) will have the ability to work efficiently and independently in a fast-paced, results orientated virtual company setting. The Graphic Designer must be creative and enjoy working in/with a small, entrepreneurial team that is results-driven in support of both the GMF company and our client's respective goals. Proficiency in current design platforms a must with a strong sense of best-practice and trending design.

Responsibilities:

1. Study design briefs and determine requirements
2. Create designs for a variety of clients to be used in either print or digital formats
3. Work collaboratively with Director of Strategic Communications re design requirements
4. Assist with maintaining website as required
5. Identify the best ways to communicate clients' vision using design best practices
6. Create designs using illustration, photo editing and layout software
7. Layout projects: Select colors, images, typography and layout for communication materials, including direct mail, brochures, logos, annual reports, brand guides, infographics, advertisements, and social media posts
8. Produce drafts for client review and make revisions based on feedback received
9. Collaborate with other team members, such as marketing and business operations, throughout the various phases of a project
10. Review designs for errors prior to print or e-distribution
11. Keep up-to-date with the latest design trends, tools, and technologies

Qualifications:

1. Time management skills for working on multiple projects simultaneously
2. Creative mindset to be able to bring a design to life with simple instructions
3. Strong competency in design Platforms (InDesign, Illustrator, Acrobat etc)
4. Patience to send creative designs through multiple approval processes and often work with several different people to get a project completed
5. Strong organisational skills to keep up with various client needs or team projects
6. Technical skills to work with popular graphic design programs like the Adobe suite
7. Flexibility to be able to switch between projects should project requirements change

For more information on our company, please visit: GMFPartners.org