

Ozarks Food Harvest

Job Description

Job Title:	Graphic Designer
Classification:	Full time
Department:	Development & Communication
Supervisor:	Director of Development & Communication

Organizational Mission

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others – especially those who are food insecure. We believe everyone deserves enough to eat, so they can lead a full and healthy life. We are committed to embodying Ozarks Food Harvest's values and engaging in the worthwhile mission of *Transforming Hunger into Hope*.

Graphic Designer

The Graphic Designer is responsible for providing creative support to the Development and Communication Team, as well as other teams throughout Ozarks Food Harvest. This position is responsible for maintaining The Food Bank's brand standards and creating a variety of pieces to engage with donors, volunteers, member agencies and other businesses.

Design Responsibilities

- Update and maintain all Ozarks Food Harvest collateral materials
- Handle design and layout of Ozarks Food Harvest's quarterly Harvest Time donor newsletter, Network News agency newsletter and Annual Honor Roll of Donors
- Support the Community Engagement team with the creation of materials for partnership programs, annual events and campaigns
 - Have active role in fundraising events, provide creative and assist with event implementation
- Work with Community Resources team to provide updated materials for the Volunteer Center bulletin board, PowerPoint and any other visual pieces needed for outward communication, including recruitment pieces
 - Design theme and collateral pieces for Volunteer Appreciation Month
- Participate in brainstorming activities for new fundraising platforms/opportunities
- In charge of the look and feel of our social media
 - Stay up-to-date on all social media platforms ensuring maximum effectiveness
 - Create social graphics and select photos for all platforms including Facebook, Twitter, Instagram (posts and stories) and LinkedIn (as needed)
- Create engaging image and video content for social media and donor outreach
- Design creative banners and other visuals for warehouse to engage donors and volunteers
- Design, develop and revise marketing assets based on strategy as directed
 - Create print and digital adds when needed
- Maintain and organize digital assets library
- Handle photography of events, check presentations etc. and edit for posting on social media or using in projects
- Maintain look and feel of our website and Hunger Action Month microsite including reviewing pages and creating new page layouts as needed
- Create layout for e-blasts that match our brand standards
- Other responsibilities as assigned by Director of Development & Communication

Skills, Education & Experience

- Bachelors' degree in Graphic Design or similar educational program
- 1-2 years' experience preferred
- Proficient in Adobe Creative Suite including InDesign, Illustrator and Photoshop
 - Experience in Adobe Premiere is a plus
- Possession of creative flair, versatility, conceptual/visual ability and originality
- Ability to interact, communicate and present ideas
- Knowledge of social media platforms including Facebook, Twitter and Instagram
- Ability to grasp future trends in marketing/design and act proactively
- Excellent communication, multitasking and organizational skills
- Must be self-driven and able to work independently with minimal supervision
- Must be highly organized with the ability to handle multiple priorities and fast paced deadlines with a positive attitude
- Maintain level of professionalism and confidentiality at all times

The Development & Communication team is responsible for all fundraising and communication initiatives targeting community members, donors, agencies and volunteers. This position provides an individual the opportunity to join our team and experience engaging and meaningful work, while benefiting from competitive pay and full benefits.

This job description does not list all the duties of the job and is not a contract for employment. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in the job description. Ozarks Food Harvest has the right to revise this job description at any time.

To Apply

No phone calls or drop-ins, please. Applications and/or resumes without a cover letter will not be reviewed.

Please email resume, portfolio and cover letters to Denise Gibson, Director of Development & Communication at dgibson@ozarksfoodharvest.org.