

## **PART TIME: GRAPHIC AND POWERPOINT DESIGNER**

### **Position Summary:**

ImpactAssets' Graphic and Powerpoint Designer works closely with the Director, Marketing to set the stylistic and artistic direction of the organization as well as delivers on execution of materials and campaigns in print, email, video and on the web with a strong emphasis in PowerPoint and digital. Should be able to assess data from multiple sources (analytics, user experience tools) to help drive the design decisions. Often collaborates with a copywriter in developing creative ideas. The Designer uses their knowledge of current graphic design software to produce graphic art and visual materials for a range of materials, including breakthrough PowerPoint decks, infographics, digital, email, and collateral materials. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Evaluate emerging technologies and provides thought leadership and perspective within the organization for adoption where appropriate.

### **Reporting Relationship:**

The Graphic and Powerpoint Designer reports to the Director, Marketing.

### **Credentials and Experience:**

- Seven to ten years of professional studio/agency or in-house experience in both print and digital
- Proficient with design software such as Photoshop, Illustrator, InDesign, Dreamweaver
- Proficient with Microsoft Office suite; expert in PowerPoint
- Experience with Web-oriented design software (i.e., WordPress, Visual Composer)
- Knowledge of website analytics (e.g. Google Analytics)
- Knowledge of website user experience tools (e.g. Hotjar, Optimizely)
- Illustration skills a plus
- Bachelor's degree in Graphic Design or related field, or equivalent experience in the design field
- Experience in Financial Services or Philanthropy a plus
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### **Essential Skills:**

- Possesses solid communication skills; verbal, written and visual
- Demonstrates independent thinking and an autonomous workstyle, yet collaborates well
- Exhibits professional demeanor and style
- Exceptional creativity with a variety of media

- Anticipates well and manages time effectively
- Capable of handling a variety of projects from numerous clients
- Delivers professional, error-free, high-quality work that consistently meets and exceeds expectations
- Demonstrates organizational skills and ability to multi-task and balance priorities
- Listens carefully to directions, takes notes when necessary and is proactive about seeking additional information/clarification
- Moves projects forward to achieve objectives
- Proficient in Infographic, PowerPoint and digital/print design
- Strong attention to detail and is dedicated to producing quality work
- Effectively meets deadlines

**Embodiment of ImpactAssets Core Values:**

- We are a team of independent self-starters
- We are authentic
- We have a client-first mentality
- We have a can-do spirit
- We show grit

**About ImpactAssets:**

ImpactAssets is a nonprofit financial services firm that increases the flow of capital into investments delivering financial, social and environmental returns. ImpactAssets' donor advised fund ("The Giving Fund") and field-building initiatives enable philanthropists, other asset owners and their wealth advisors advance social or environmental change through impact investment and philanthropy.

**About The Giving Fund:**

The Giving Fund is an innovative donor advised fund that empowers donors to increase the impact of their giving by combining it with strategic sustainable and responsible investing to build a sophisticated philanthropic endowment. Donors recommend how The Giving Fund's assets are invested across a range of leading impact investment options including community investment, turn-key portfolios, private debt and equity funds and custom investments. The Giving Fund currently has nearly \$500 million in charitable assets from more than 1,100 donor advised funds, working with 300 wealth advisors across 50 financial services firms.