

## Bright Hope Job Summary

Job Title: Graphic Designer – Part Time  
Reports To: Marketing Coordinator and President  
Date: May 2019  
Job Location: Hoffman Estates, IL or remote

### **Bright Hope's Mission and Vision:**

Bright Hope is a Christian international relief and development organization dedicated to bringing Hope to those who live on less than \$2 a day. We envision a world where under-resourced, local, in-country churches transform their communities and bring Hope to the extreme poor.

**Job Summary:** The Graphic Designer is a part time position (15-20 hours per week) that articulates our mission and values across traditional and digital marketing channels. The position owns the entire process of graphic design, including defining requirements; visualizing and creating graphics, layouts, and photos; and updating and adjusting designs and layouts based on feedback. Examples of layout and design include quarterly newsletter (print/digital), monthly appeal letters (print/digital), reports, brochures, proposals, and other general marketing campaigns.

The **ideal candidate** has an active, personal relationship with Jesus Christ, is enthusiastic about poverty alleviation through the local Christian church, has 2-4 years of graphic design experience with a nonprofit, uses a clean-lines approach to design, is a self-starter who is able to prioritize, and works under pressure with short deadlines and minimal notice without compromising quality and creativity.

### **Job Responsibilities:**

- Create and illustrate concepts by designing rough layout of copy including arrangement, size, style, etc
- Create a range of designs for various print and digital platforms, for a variety of audiences
- Review and update proofs for accuracy and visual excellence
- Consistently incorporate Bright Hope branding and design style into all design work
- Work collaboratively and independently as needed to complete assignments in a fast-paced environment with competing demands, tight deadlines, unexpected delays, ad hoc requests, and changing priorities
- Is open to feedback and incorporates feedback into design changes
- Collaborate with the marketing team, freelance vendors, and printers
- Complete print specifications for all print jobs

### **Education and Experience:**

- Bachelor's degree in marketing, design, or related field
- 3+ years in graphic design, preferably with a nonprofit
- Prior international missions experience a plus

### **Demonstrated Competencies:**

- Graphic design skills
- Layout skills
- Creativity
- Donor centric
- Attention to detail
- Deadline oriented
- Coachable when feedback is given

### **Special Position Requirements:**

- Is a follower of Christ, models the Evangelical Christian faith, and affirms Bright Hope's Belief Statement as described here: [http://www.brighthope.org/why\\_brighthope/mission.php](http://www.brighthope.org/why_brighthope/mission.php)
- Preference will be given to local candidates; Remote work may be possible
- Passion for helping the extreme poor around the world

**Interested candidates** – send resume, cover email, salary history or requirement, design samples, and a brief statement of faith to [human.resources@brighthope.org](mailto:human.resources@brighthope.org)