



## Graphic Designer

**Supervisor:** Senior Director of Marketing & Communications

**Type of Employment:** Full-Time, Exempt

Founded in 1920, the [Salesmanship Club of Dallas](#) is a nonprofit service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of [Momentous Institute](#). The Salesmanship Club of Dallas has hosted the [AT&T Byron Nelson golf tournament for 50 years](#). The tournament has raised \$172.5 million for Momentous Institute since 1968. Each year, Momentous Institute directly serves 5,000 children and family members through its nationally acclaimed Momentous School, innovative therapeutic services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offers a truly dynamic work environment.

### Job/Role Description:

Salesmanship Club of Dallas (AT&T Byron Nelson and Momentous Institute) is looking for a talented Graphic Designer to join our Marketing and Communications team. Our team provides in-house, agency-style creative support for a diverse work stream of projects across a multi-faceted organization. We are seeking a candidate with at least 3 years of experience in graphic design with an ability to deliver quality work, while managing multiple requests and deadlines. Attention to detail and excellent communication and organizational skills are necessary.

### Specific Projects and Responsibilities:

The job responsibilities for this position will include, but are not limited to:

- Conceptualize, develop, and execute visual materials (print, digital, unique-format) for integrated, cross-channel marketing initiatives including digital marketing, advertising, events, and web initiatives.
- Ensure all marketing materials (internal and external) have a consistent look by adhering to brand guidelines and staying true to the brand and its core values.
- Develop outstanding work under tight deadlines
- Independently manage projects for on-time delivery with support of Marketing Coordinator
- Meet with internal teams to analyze needs and propose innovative design solutions to address these needs
- Responsible for identifying continual learning and self-improvement opportunities in area of expertise
- Management of multiple projects through the process of review, approval, and completion

### Requirements and Qualifications:

This position requires the following personal and professional qualities/capabilities:

- Bachelor's Degree in related field of study (graphic design, digital communications, video production, motion design/animation, marketing), or equivalent experience
- 3+ years of related professional experience in multimedia, graphic design, or other related fields
- Strong attention to detail with exceptional typography skills, sense of layout, color, and composition abilities
- Excellent interpersonal, verbal, and written communications skills
- Ability to think creatively and conceptually, with a passion for visual storytelling
- Strong organizational and strategic planning skills
- Ability to multi-task and set priorities with tight timelines
- Ability to work independently and manage multiple assignments
- Demonstrated ability to employ research and analytical thinking
- Experience and understanding of digital, print, and video communication channels

- Demonstrated capabilities in teamwork and leadership
- Proficiency in graphic design tools (Adobe Illustrator, Adobe InDesign, Adobe Photoshop)
- Proficiency in video development tools (Adobe Premiere, Adobe After Effects) a plus
- Experience with social media marketing and mobile communications campaigns
- Proficiency in Microsoft Suite and Microsoft Teams
- Desire to continue to grow in professional knowledge and honing skills to enhance individual and team innovation and productivity
- Fluency in oral and written English is required. Knowledge of Spanish is a plus
- Must be willing to live in or within a commutable distance to Dallas, TX

**Physical Demands:**

- Requires to constantly communicate with others to exchange information.
- Requires the ability to assess the accuracy, neatness and thoroughness of the work assigned.
- Requires the ability to occasionally lift and moving objects up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 20 pounds in all directions

**Desired personal qualities:** integrity, energy, enthusiasm, flexibility, ability to receive feedback, takes initiative, and a sense of humor.

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

Please send letter of interest and resume to:

**Brooke Fedro**

Sr. Director of Marketing & Communications

[marketing@salesmanshipclub.org](mailto:marketing@salesmanshipclub.org)

[www.scdallas.org](http://www.scdallas.org)

***COVID-19 vaccine is required for all employees as of September 1, 2021. (Salesmanship Club of Dallas/Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)***

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

<b>Policy Statement</b>
<b>No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.</b>