



# OKLAHOMA CITY COMMUNITY FOUNDATION

## **Job Title: Graphic & Web Designer**

The Oklahoma City Community Foundation is seeking a creative graphic and web designer who will be responsible for the design and development of print and digital materials for internal and external use, as well as managing our organization's websites. Our ideal candidate is an enterprising person who wants to be part of a growing team, and someone who can bring conceptual creative ideas to the forefront.

Hours are Monday through Friday, 8 a.m.-5 p.m.

**About the Oklahoma City Community Foundation:** Ranked among the largest community foundations in the nation, the Oklahoma City Community Foundation connects generous donors with passionate charitable organizations to build a stronger community. Founded in 1969, we are a 501(c)(3) public charity that works with donors to create charitable funds that will benefit our community now and in the future. Learn more about the Oklahoma City Community Foundation at [www.occf.org](http://www.occf.org).

## **Responsibilities:**

- Design and produce publications, promotional flyers, ads and presentations.
- Create award-winning branding and advertising materials.
- Create and maintain the organization's websites. Knowledge of WordPress is preferred.
- Coordinate with printing vendors on print production, press checks and timely final delivery of products.
- Stay well informed on the latest advancement in technology as it relates to graphic design, website management and digital communication.
- Implement relevant trends into communication strategies when appropriate.

## **Qualifications & Skills:**

- Bachelor's degree in graphic design or related area is required
- Minimum five years' experience in graphic design and website design and management
- Extensive knowledge of the Adobe Creative Cloud Suite
- Strong background in producing print publications
- Ability to exhibit excellent teamwork qualities
- Ability to manage details and meet project deadlines
- HTML/CSS knowledge

## **Working Conditions & Physical Demands**

- Prolonged periods of sitting and some standing
- Ability to lift, carry and move objects up to 30 lbs.

**Industry:** Nonprofit organization management

**Employment Type:** Full-time

**Compensation:** Competitive compensation package

To apply, please send a cover letter, resume and three references with job title in the subject line to [resume@occf.org](mailto:resume@occf.org) by January 5, 2021.