

The Friends of Israel Gospel Ministry, Inc.

Position Description

Position: Graphic Designer (Full-Time)

Reports to: Director of Marketing & Communication

Location: On-site at Headquarters office in NJ.

Purpose of the Position

To produce quality design and layouts for digital and print.

Position Qualifications

- Have a mastery of design and the ability to generate and present new and engaging creative concepts
- Bachelor's degree in Design preferred
- Minimum 3 years design experience
- Comprehensive knowledge of Adobe Creative Cloud
- Dedicated Christian with comprehension and support of the mission and policies of The Friends of Israel
- Able to work in a collaborative environment
- Good interpersonal skills with fellow employees
- Able to meet deadlines
- Ability to create needed materials on short notice

Position Responsibilities

- Self-manages creative process timeline from start to completion to ensure on-time design work for associated needs
- Gathers necessary information and materials to plan and complete assignments; integrates new design methods when relevant
- Plan and submit multiple concepts by studying relevant information and target audiences
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type and style, and related aesthetic concepts
- Create mood boards and develop concepts for ongoing marketing campaign needs
- Able to fluctuate between print, digital and video design requests
- Designs need to align with the branding of FOI
- Layout and design FOI books, brochures, catalogs and other print materials as needed.
- Deliver print and digital-ready files to the appropriate stakeholders
- Perform any and all other duties as directed by the Director of Marketing & Communication, this includes but is not limited to social media content development, associated imagery, and marketing campaign planning

Professional Development

The Graphic Designer will maintain a working knowledge of progress and innovation in the area of graphic design. FOI encourages membership in professional associations and attendance at professional conferences.