



## Graphic Designer

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

**Supervisor:** Marketing Manager

### **Job/Role Description:**

The Salesmanship Club of Dallas is seeking a graphic designer to lead creative design across its organization, including its nonprofit Momentous Institute and its annual PGA TOUR event The AT&T Byron Nelson. Founded in 1920, Salesmanship Club of Dallas hosts the AT&T Byron Nelson, which benefits Momentous Institute. The tournament has raised over \$150 million for Momentous Institute since 1968. Each year, Momentous Institute directly serves 6,000 kids 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.

The graphic designer is responsible for increasing awareness and understanding for Salesmanship Club, Momentous Institute and the AT&T Byron Nelson by managing the design process from conception to completion for all print and digital collateral. This position is a member of the communications team and works closely with the team's writer, digital coordinator, as well as internal stakeholders and vendors.

This position would also be responsible for additional functions within the communications teams, including managing photo inventory and special projects.

### **Specific Projects and Responsibilities:**

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

- Create engaging design of more than 400 print and digital projects across the organization. Collateral includes but is not limited to: advertisements, web pages, emails, invitations, tickets and passes, signs, sponsorship brochures, and more.
- Actively manage and maintain the consistency of the Salesmanship Club, Nelson and Momentous Institute brands across channels.
- Support other organizational teams with creative guidance and design for materials.
- Manage inventory and maintain print and electronic records of collateral.
- Manage Salesmanship Club photography committee and AT&T Byron Nelson photography.
- Execute through rebrands as needed (logo, creative, collateral overhaul, internal communications).
- Present design solutions to teammates and internal stakeholders in an effective and timely manner.
- Work with printers to maintain relationships, obtain bids/quotes, communicate and share clear project specs for printing, go to press checks when needed.



### **Requirements and Qualifications:**

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

**Education:** Undergraduate degree or art school certification in graphic design, web design, visual communication, advertising or related field

**Experience:** Three to five years of related experience; creative agency background preferred; nonprofit experience a plus

### **Required skills and attributes:**

- Must be proficient in **Windows platforms** with extensive experience in InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver, scanning software, and Microsoft Office (Word, Powerpoint, etc.)
- Ability to manage multiple projects at the same time, while being detail-oriented and meeting deadlines
- Flexibility to take on unanticipated projects with tight deadlines, then adjusting schedules, while effectively communicating changes to key stakeholders and the team
- Excellent client service/interpersonal skills, including ability to communicate clearly in person and in writing
- Demonstrated commitment to working as part of a team including the ability to develop collaborative relationships with a wide variety of stakeholders, both in-house and externally
- A self-starter, who is interested in growing and expanding their experience within the organization
- Open to feedback from others with an ability to navigate diverse, and sometimes conflicting, input
- Four-color print design background with experience in preparing digital files for print
- Experience designing and producing e-communications
- Proficiency in Flash, Fireworks and related applications, as well as working knowledge of HTML, CSS and JavaScript
- Experience working with vendors to get quotes/bids and negotiating reduced rates, managing press checks, etc.
- Photography/videography experience a plus

**Desired personal qualities:** Self-motivated, ability to handle/manage multiple things at once, open to feedback

Please send letter of interest and resume to:

**Meagan Abendschein, Director of Communications, [mabendschein@salesmanshipclub.org](mailto:mabendschein@salesmanshipclub.org)**

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**