

GRAPHIC DESIGNER

The Association of Graduates is the alumni association of the U.S. Air Force Academy. We are a 501 (c)(3) non-profit organization dedicated to serving our graduates and members, enhancing the heritage of this premier institution and enriching the cadet experience by funding programs not supported by appropriated funds.

We are looking for a talented Graphic Designer for our award-winning communications team. This position is responsible for creative development of product components and graphic assets that are consistent with the vision of the VP of Communications, and Creative Director, and meet the goals of the Association of Graduates.

The Graphic Designer will conceptualize, design and produce graphic materials under the guidance of the Creative Director in accordance with brand guidelines, as well as production standards and processes.

Major Responsibilities

- Design for broad audiences on projects such as: promotional campaigns, magazines, brochures, annual reports, invitations, signage, and graphics for both print, email marketing materials and web.
- Responsible for completion of all production steps from concept through completion and any associated file deliveries for print or digital applications.
- Executes visual development based on direction and brand guidelines provided by the Creative Director.
- Communicate and work seamlessly with the Creative Team in generating new design concepts or working from existing ones.
- Performs required tasks on a scheduled basis while adhering to budget constraints.
- Participates in meetings, discussions, and presentations as part of the development process for rough concepts to final design.
- Utilizes all available design tools to develop and present creative concepts through final design files.
- Collaborates with printers to ensure all printed materials are produced to the high standards.
- Works with Creative Director to define and/or improve processes for graphic production.
- Copywriting required.

Knowledge, Skills And Abilities

- Able to execute rough and final designs utilizing the designer's creative tools— photography, illustration, type, color, texture, and dimensions.
- Demonstrated excellence with MAC OS platform and Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat) as well as Microsoft Office.
- An ability to work autonomously, quickly, and effectively on multiple projects.
- Good communication skills; ability to clearly communicate concepts to clients.
- Proficient organization, prioritization and time management skills.
- Ability to develop creative materials appropriate to the target customer, consumer patterns, usage patterns, popular and economic trends.
- Professional attitude and excellent interpersonal skills.
- Knowledge of advertising, promotional techniques.

- Good understanding of print production including PDF file generation.
- Knowledgeable in electronic file management and proper archiving practices across networks.
- Stays current with emerging trends and technologies in design and production.

Qualifications

- B.A in Graphic Design/Communications preferred but not required with sufficient work experience.
- 3 - 5 years experience.
- Proficient in required design software.
- Good understanding of print processes and marketing.
- Strong portfolio demonstrating a passion for design and a mastery of visual communications
- Solid background in creative problem solving, strategic brainstorming, campaign development and creative execution
- Experience working with cross-functional teams, including technical/web production

Salary: \$39K - \$42K.

Medical, dental and vision insurance.

401K with profit sharing

To apply, please send a cover letter, resume and a link to an online portfolio to jobs@aogusafa.org. No phone calls.