



## Graphic Designer

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**Job Title** Multimedia Designer

**Salary Type:** Exempt

**Reports to:** Marketing and Communications Director

**Effective:**

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### **PRINCIPAL OBJECTIVE:**

This full-time position designs and develops a variety of print and digital pieces in accordance with Pi Beta Phi's messaging and brand guidelines.

### **CORE RESPONSIBILITIES:**

- Develops original creative concepts for multiple formats—digital, video, print, presentation—that support all Fraternity initiatives.
- Designs and produces the organization's publications, including, but not limited to, *The Arrow*, *The Bow* and chapter newsletters.
- Identifies, recommends, develops and implements effective design solutions for all aspects of the organization—from concept to completion.
- Executes designs from platforms/creative briefs quickly and efficiently while collaborating across teams and departments.
- Responsible for the template creation, implementation and navigation changes for Pi Beta Phi's family of websites.
- Leverages Pi Phi's brand for strategic advantage in the industry.
- Plans and organizes time efficiently ensuring high standards of creative quality.
- Other duties as assigned.

### **HEADQUARTERS STAFF COMMITMENTS**

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

### **QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:**

- Bachelor's degree in design or related field of study with 3-5 years of related experience managing websites, designing print and digital materials, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Ability to see the big picture and the benefits of long-term perseverance, plays ideas out; sees the end at the beginning
- Recognizes and values the importance of service to others and that all can lead through service
- Possesses strong oral and written communication and presentation skills
- Builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; easily creates virtual teams; shares wins and successes
- Excellent working knowledge of Office 365, Mac OS and Adobe Creative Suite. Knowledge of Kentico CMS and HTML/CSS a plus.

### **ADDITIONAL INFORMATION:**

- Some travel required

**Pi Beta Phi's Mission, Vision, Core Values and statements of philanthropic service and Commitment to Diversity, Equity and Inclusion can be found at [pibetaphi.org/about](http://pibetaphi.org/about).**