



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat

Graphic Designer

Job Summary

Zakat Foundation of America is an international charity organization that helps generous and caring people reach out to those in need. Our goal is to address immediate needs and ensure the self-reliance of the poorest people around the world with Zakat and Sadaqah dollars of privileged Muslims and the support of other generous donors.

Zakat Foundation is on a journey to create a visually immersive and compelling design experience for our donors and followers alike. We are seeking an experienced Graphic Designer for the Marketing & Communications Department to help take us on this journey. The Graphic Designer's primary responsibility will be to create marketing materials that successfully engage and inform our target audiences. The graphic designer will manage the creation of all marketing collateral for print, select digital executions, and in-person events. This person will be responsible for the creation of creative designs while adhering to our brand and style guidelines. The ideal candidate should have original ideas, be open to learning more, create impressive designs, and have a special eye for detail. This role will support the design and creative functions for the entire organization. The candidate must thrive in a fast-paced environment and must have a good handle on the latest design trends and responsive web & mobile best practices.

The candidate must be able to work well with others across the organization supporting design needs for all verticals. This position reports directly to the Director of Brand Communications with occasional design direction from the Head of Marketing & Communications.

Duties and Responsibilities

- Design all marketing collateral and select digital projects for the organization
- Work directly with Director of Brand Communications to understand creative direction and business needs
- Understand the importance of branding – always keeping the brand at the forefront of design
- Ensure project needs are fulfilled from concept to completion
- Quickly gain a solid understanding of brand and style guidelines
- Ability to work on quick-turn projects effectively with a positive outlook
- Understand the nuances of humanitarian aid work and find visually compelling ways to communicate to target audiences
- Work with marketing team to clarify strategic objectives, revise creative and ensure accuracy of campaigns
- Proactively monitor what industry trends are to keep a competitive advantage



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- Experience creating digital designs, including but not limited to web banners, emails, online advertising and other components for website needs – know what works for online channels vs. print
- Work within a library of images but also proactively gather and suggest images that meet creative needs
- Work with print vendors to select paper, review bluelines and prepare final print production artwork according to specifications
- Work closely with internal Marketing & Communications team, other internal stakeholders, external agencies, and vendors

Requirements

- One to three years of relevant experience - ideally in a non-profit organization
- Extremely proficient in the Adobe Creative Suite, InDesign, Illustrator and Photoshop with proficiency in Sketch
- Must have strong graphic design, layout, typography, image manipulation, and color correction skills
- Ability to manage projects from small brochures and postcards to multi-faceted campaigns from print to digital
- Zakat Foundation is a fast-paced environment – the candidate must thrive in such an environment
- Attention to detail is non-negotiable skill that is required
- Work effectively with little direction and sometimes changing circumstances
- Work effectively with people from culturally diverse backgrounds.
- Strong organizational skills and experience working with varying nomenclature systems and file versioning is critical
- Must have strong command of the English language, solid knowledge of grammar and punctuation required
- Four-year graphic arts degree from a recognized accredited institution
- Applicants must be U.S. citizens, U.S. permanent resident, or otherwise legally authorized to work in the U.S. No visa sponsorships.

Job Location

Zakat Foundation of America Headquarters Office, Bridgeview, IL.

Environment

- The work is office based



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- Position requires frequent and regular phone and computer use
- Workplace is smoke-free and drug-free environment
- Equal opportunity employer

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor