

# CONCERNED WOMEN *for* AMERICA

## Graphic Designer

Location: Alexandria, Virginia

## About Concerned Women for America

We are the nation's largest women's policy organization, and we lead a movement dedicated to impacting the culture for Christ through education and public policy.

We work tirelessly for the core issues of the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel. We know that educated and empowered women are better able to raise healthy, educated, and confident children, and that their voices need to be heard for the benefit of society at large. We're making an impact together.

We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We believe the women of America have great influence in this world, having a powerful voice in the affairs of this nation and on behalf of women abroad. We love being their voice in Washington and beyond. We believe change starts with each woman ... and we love being her heels on the ground in Washington and beyond.

We provide our employees with meaningful opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. Read more from our CEO and President, Penny Young Nance, below.

## Overview of Our Need

Concerned Women for America is seeking an experienced graphic designer with strong digital media skills and a background in photography for an aggressive, proactive communications shop. This person will design all digital content, including social media posts and all printed material for the organization as a whole. Additionally, the graphic designer will communicate with all vendors directly to ensure the organization remains on brand and that the product is delivered on time. Candidates should have experience with Adobe Creative Cloud applications (Photoshop, InDesign, Illustrator, etc.).

## Responsibilities of the Position

- This is a full-time position located at our headquarters in Alexandria, Virginia
- You will be responsible for designing and ordering all supplies (i.e., business cards, stationery, invitations, tabling materials, booklets, proposals)

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- You will design all layout materials and communicate directly with the print shop
- You will maintain all annual documents and update preexisting documents to bring them up to the brand standard.
- You are adept in Adobe Creative Cloud, including InDesign, Photoshop, Lightroom, and Illustrator.
- You are aware of printing techniques and the printing process. Able to take your designs from the digital sphere into the physical.
- Assist with planning donor events
- Assist with the creation of proposals for major donors
- You will do anything else that it takes to live out our mission and maintain good humor within the hours apportioned to this role

## Qualifications of the Applicant

You have 1-3+ years of work experience with knowledge and practical understanding of key design principles and elements. A bachelor's degree in graphic design is required.

You thrive in fast-paced work environments and excel at customer service. Your excellent interpersonal and communication skills are one of the skillsets that you are most proud of, as well as your polite, friendly demeanor.

You are motivated and a self-starter, who does not need constant supervision, and who seeks to make the most of every opportunity a workday affords.

You have strong analytical skills and the ability to analyze data and information. You are knowledgeable in customer management systems.

You enjoy synthesizing information, and you understand how to convert mass amounts of information into an effective yet simple design.

You believe in conservative Biblical principles and care about the intersection of those principles with public policy. You embrace who CWA is and where we are going. You are inspired by the work we can do together to impact our culture for Christ.

## Application Process

To apply, first familiarize yourself with CWA's website ([www.concernedwomen.org](http://www.concernedwomen.org)). Email any questions or a copy of your cover letter and resume/CV to Kenda Bartlett, Chief Administrative Officer, [kbartlett@cwfa.org](mailto:kbartlett@cwfa.org).

## A message from Penny Nance, CEO and President of Concerned Women for America

As CEO and President of CWA, I would like to thank you for your interest in joining with us on our journey to impact our culture for Christ as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is sacred, and our nation's history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. This position of Graphic Designer is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.

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