



Job Description: Graphic Designer

Reports to: Creative Director

Location: Hybrid role with 3 days/week in San Diego office

Status: Temp to perm position

Salary Range: \$65,000 - \$75,000 annually based on experience

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Since 1994, more than \$134 million has been raised and over 35,000 funding requests from challenged athletes in all 50 states and dozens of countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with regional offices in New York City, San Francisco and Boise, Idaho. This is a full-time, exempt position based out of the San Diego office.

Position Summary:

- Supports the organization in all areas associated with the development and implementation of CAF's marketing plans through creative support.
- Designs both print and digital collateral to support the CAF brand, programs, business development, fundraising and event departments to promote and achieve goals and objectives
- Support video production
- Oversee and manage our asset management system

Roles and Responsibilities / Essential Job Function:

Design: Follow brand guidelines on various marketing deliverables for signature events, brand campaigns, clinics, etc. Design and produce materials across all marketing channels including digital flyers, website banners, signage, print projects, etc.

Asset Management: Download images and video from photographers, label, tag and upload into our asset management system. Work with Creative Director to identify key images to use for marketing.

Presentation Decks: Collaborate with team to create presentation decks in PowerPoint for stakeholders and external audiences

Merchandising: Design CAF branded tees for clinics and events.

Skills and Abilities:

Creative skills: Experience in Photoshop, Illustrator or InDesign is required. Web content development and management experience is required. Some HTML/design for Web experience would be helpful.

Project management proficiency: A self-motivated, organized designer with attention-to-detail will succeed in this position. Prioritization is highly important, along with the ability to successfully manage their projects from initiation to completion with a calm demeanor and little oversight. Must also have the ability to multitask and be able to provide assistance with last minute projects when necessary. Respect for deadlines is paramount.

Strong communication skills: Strong interpersonal skills and the ability to work respectfully alongside the internal team, as well as external partners is necessary.

Commitment to Quality: The ability to self-edit prior to presenting/sharing/publishing work is mandatory.

Industry/Marketing Experience: Event marketing and nonprofit marketing/fundraising

experience preferred. Corporate marketing and/or ad agency experience is also desirable. Knowledge of sports and endurance sports industry a plus.

Commitment to the CAF Mission: Must see CAF as a societal mission and be committed to the objectives, goals and programs of the organization.

Ability to Travel: Graphic Designer may need to travel occasionally to attend and work events at various partner and fundraising events.

Physical Demands: Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- A Bachelor's degree with a major in Graphic Design is required.
- Three (3) – Five (5) years of experience in marketing in a creative capacity, or equivalent combination of education and experience is required.
- High level of proficiency with Creative Suite: InDesign, Illustrator and Photoshop.
- Experience or knowledge of Premiere Pro or After Effects is highly desired.
- Ability to quickly learn new software and technology is mandatory.
- Experience with PowerPoint, Keynote and Microsoft Office.
- Strong portfolio examples.
- Strong typography experience is a plus.

Compensation

All applicants are required to list desired salary when submitting a resume along with a portfolio of their work and a cover letter letting us know why CAF and resume to HR@challengedathletes.org.

CAF offers a competitive compensation package, commensurate with experience. Offer of employment is contingent upon successful background check.

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.