

Marketing & Graphic Design Coordinator

Are you ready to flex your marketing muscles to spark change in our city? The Wichita Foundation (WF) seeks a creative and detail-oriented marketer to join our team as the Marketing & Graphic Design Coordinator.

This individual will play a crucial role in fueling WF's mission by crafting and implementing effective communication and marketing strategies. The ideal candidate will have an appetite for collaboration, upholding the WF brand in every project and driving engagement through visually appealing content. The Marketing & Graphic Design Coordinator will work closely with the Communications Manager and report to the Chief Strategy Officer.

About the Wichita Foundation

The [Wichita Foundation](#) invests in people and ideas to spark change. We're community builders who identify and convene strategic initiatives, elevate nonprofits with resources and help donors fulfill their giving goals. WF was founded in 1986 and is composed of 275+ funds and assets of \$105 million. In FY23, WF deployed \$8.2 million to nonprofit and community organizations and are on track to exceed that amount in FY24.

What You'll Do

Content Creation & Graphic Design

- Create visually appealing designs for print materials, posters, social media graphics, event materials, the website and other promotional items
- Design and promote marketing collateral for foundation initiatives, events and campaigns
- Assist in crafting compelling and shareable content to increase engagement and reach across digital channels, including social media

Brand Ambassador

- Ensure all design materials align with WF's brand guidelines and effectively communicate key messages
- Prepare staff and/or Board for speaking engagements
- Establish relationships with community leaders and the media ecosystem
- Collaborate with communications team to create engaging materials that resonate with the community and various stakeholders

Event Promotion

- Work closely with the events team to design materials for events, including invitations, banners, and signage
- Ensure the visual representation of events aligns with the foundation's overall brand image

Internal Processes & Asset Management

- Website maintenance to ensure content and imagery is up-to-date and accurate
- Prepare content and design for email marketing campaigns to key audiences
- Craft and coordinate press releases
- Organization and maintenance of assets, both digital and print
- Paid and earned media creation and coordination

What We Are Looking For

- Proficiency in Adobe Creative Cloud products and Microsoft Office Suite
- 2+ years of experience in public relations, graphic design, marketing or other fields where excellence in oral and written communications was demonstrated
- Bachelor's degree in public relations, graphic design, communication or marketing is preferred
- Photography and/or videography skills are preferred
- Proven project management skills, including ability to meet deadlines, manage internal process flow and provide immediate response when needed
- A strong graphic design portfolio showcasing creative and effective designs
- Familiarity with current design trends and a passion for staying updated on industry advancements

Essential Relational Skills

- Community mindset, committed to serve the mission and values of the Foundation
- Engaging verbal, written and presentation skills and the ability to communicate at all levels
- Willingness to embrace new approaches
- Ability to work independently with initiative and curiosity
- Strategic and critical thinking skills and decision-making abilities
- Comfort and ease in diverse social settings
- Unwavering integrity and an extraordinary commitment to confidentiality
- Ability to work collaboratively in a team-oriented environment
- Meticulous attention to detail
- Strong interest in philanthropy or nonprofit sector/community work as evidenced through education, previous jobs and/or volunteer experience

What We Offer

- \$48,000-\$55,000
- Possible hybrid work environment - once training period is completed, employee may be eligible to work remotely two days per week
- Paid vacation, sick and parental leave
- Competitive benefits package
- Opportunities for professional development and growth
- Supportive and inclusive work environment

The Wichita Foundation is an equal opportunity employer and welcomes everyone to our team. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents and individuals with disabilities to apply. If you require reasonable adjustments during the application process, please let us know. In your application, please feel free to note your preferred pronouns.

Please send your resume, cover letter (including salary requirement), two work samples and references to Karin@wichitafoundation.org.

We will begin interviewing qualified candidates immediately, and the job will remain open until a candidate is hired.
No phone calls, mail, or in-person deliveries, please.