



**S. Sutton & Associates Inc.**  
Consultants in Philanthropic Management

**TITLE: GRAPHICS DESIGN AND PUBLISHING SPECIALIST**

Reports to: Proposal Development Coordinator

Location: Work from home

Working Hours: Up to 15 hours per month

Compensation: \$20/hour

We are S. Sutton & Associates Inc. a philanthropic management consulting firm, serving nonprofit organizations and philanthropists. As dedicated specialists we bring an understanding of international best practices and experience in North and South America, Europe, Asia and the Middle East and decades of experience to all aspects of philanthropic initiatives, providing the best possible strategies and approaches, to help recognize philanthropic success.

While we are proud of what we have built, we are even more excited about our future, and if you are the person we are looking for, we are excited to share it with you. The work involves a large network of really smart, team-oriented, serious professionals drawn to a very entrepreneurial and creative environment. We work hard together, play hard together, and we go out of our way to support each other – we want everyone to be successful, individually and as a team.

This position is a part-time work from home position with a requirement to work on short-notice and timelines. Some weekend availability may be required depending on the project.

**POSITION SUMMARY**

The Graphic Design Specialist is responsible for developing consistent, audience-appropriate marketing assets, communications and creative platforms across S. Sutton & Associates Inc. teams. The Graphic Design Specialist produces compelling and technically advanced assets for the marketing, communications and Executive Office teams. The incumbent will develop creative concepts, layouts and finished assets for web, print and digital marketing. This position is responsible for ensuring excellence in graphic design and working with the S. Sutton & Associates Inc. team to produce engaging, quality, attention-grabbing visual content for our target markets.

**BASIC JOB RESPONSIBILITIES**

- Contribute effectively to a cross-functional marketing team, that collectively develop an integrated channel approach, leveraging various marketing and communications platforms to tell the S. Sutton & Associates Inc. story and elevate the S. Sutton & Associates Inc. brand
- Work closely with our agency partners to deliver campaign ready assets and provide brand feedback when required
- Design layouts and processes to deliver a wide range of visual assets/materials and produce documents from design concept to final format
- Provide advice on the development of presentation-ready material and customizing of graphics and other publication and promotional needs
- Create graphic design materials for print and online environments, including websites, handouts, posters, newsletters, signage, advertisements, digital marketing assets, etc.
- Develop user-friendly templates and provide support to internal teams on working with templates and adhering to corporate brand standards
- Ensure graphic design content is aligned with target demographics and key markets identified in the strategic plan; identify areas of improvement for S. Sutton & Associates Inc. graphic design strategy
- Other duties as required

## REQUIREMENTS

- Minimum 1 year of experience in a graphic design, publishing role
- Strong understanding of marketing concepts in the context of various print and digital media.
- Proficient in a wide range of media formats and design software technologies, including Adobe Creative Suite (Illustrator, InDesign, and Photoshop)
- High computer literacy, including effective working proficiency in customer relationship management software, Microsoft Office programs including Word, Excel, PowerPoint, and Outlook
- Demonstrated ability to collaborate with others to develop, fine-tune and produce effective visual concepts, designs and layouts
- Demonstrated ability to create and maintain a consistent and audience-appropriate standard of graphic design across web, print and multi-media materials
- Requirement to submit two work samples and references as requested

## KEY COMPETENCIES

- High customer service orientation – highly responsive, strong interpersonal and communication skills, wants to deliver great results at all times.
- Sweats the small stuff – strong attention to detail and accuracy, particularly when under pressure
- Proactive – looking ahead at what needs to be done on all dimensions; creates own to do list
- Organized – excellent at time and project management, has clear systems and composure to deal with multiple tasks at once and ensure everything gets done in a timely manner
- Relationship-oriented – extremely people focused with a certain 'joie de vivre' and the ability to develop effective working relationships with the clients, the Senior Leadership Team, and the wider Associate network
- Good judgment – highly professional and diplomatic, knows when to ask for help or advice, perceptive and practical
- Flexible – must be able to perform successfully in a fast-paced environment; doesn't get frustrated by priorities changing; open to feedback
- Team player – proactively seeks opportunities to help others, will go above and beyond in order to get the job done
- Committed to improving the status quo – we respect and hire people who are willing to ask questions, people who will say what's on their minds and are willing to make a suggestion, even if it is turned down
- Strong intellectual curiosity – a creative thinker, interested in the big picture.
- Self-motivated – a "can-do" attitude with an entrepreneurial spirit and a desire to take on an increasing level of responsibility. As you grow in the role we expect that you will be increasingly proactive.
- Demonstrate a high level of ownership of tasks and sound business judgment
- Demonstrated ability to fulfill responsibilities remotely and in a virtual environment
- Exceptional written and verbal communication skills
- Outstanding organizational and prioritization skills
- Superior attention to detail, professionalism, and good judgement

## HOW TO APPLY

Please see the Join Our Team section of the S. Sutton & Associates Inc. website ([www.ssutton-and-associates.com](http://www.ssutton-and-associates.com)), and use the APPLY HERE button.