

Job Title: Graphic Designer

Organization: Real Queens Fix Each Others' Crowns

We are looking for a Graphic Designer for the [Real Queens Fix Each Others' Crowns](#). This volunteer role would be responsible for researching and building relationships with potential donors, organizing fundraising events, and recommending and implementing fundraising strategies and goals.

Our ideal candidate will have:

- A portfolio of previous digital design work to showcase experience and creativity including print, digital (webpages, email), social media, UX/UI, or ebooks.
- Solid knowledge of design software programs, such as the Adobe Creative Suite and MS Office.
- Ability to clearly present design ideas and concepts for campaigns and projects.
- A team player with exceptional organizational and technical skills.

Key responsibilities include:

- Create materials in various software programs and submit to Communications Manager
- Meet with the Communications team to gain an understanding of proposed content, including; illustrations, pictures, logos, and designs to reflect the desired theme and tone of the communications
- Manage website updates as communicated by the Communications Manager and leadership team
- Designing and producing interactive online content, including email templates, social media, promotional artwork, and campaigns (direct mail and digital)
- Collaborating with the marketing team to ensure that all designs align with the brand image, while also meeting usability and website standards.
- Ensuring consistency in designs and content across all company platforms.
- Providing advice and guidance on the aesthetic for campaigns, projects, and promotional events.

Expected time commitment: 5 hours/week. This includes checking your RQFEOC email at least three times a week to ensure that potential volunteers or donors are not waiting for communication.

We ask that all leadership team members commit to one year of being on the team if possible, although less can be negotiated! Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential

leadership team members to try their best to upfront with any conflicts, either work or personal.
Thank you for your understanding!