



GRAPHIC DESIGNER

STATUS: Full-time position with two-month trial period

LOCATION: New York

REPORTS TO: Austin Ayer, Director of Marketing and Communications

APPROVED BY: Austin Ayer, Director of Marketing and Communications and Bob Roth, Executive Director

GENERAL POSITION SUMMARY

The David Lynch Foundation (“DLF”), the country’s leading philanthropic organization promoting programs that reduce stress in at-risk populations through the widespread adoption of Transcendental Meditation, is seeking an experienced Graphic Designer with impeccable instincts and facility in designing for both print and web environments.

The candidate will work closely with the Director of Marketing and Communications, DLF senior management, and the executive director to visually communicate the Foundation’s transformative, progressive, and influential brand image and meet the design needs of the Foundation’s many functions, including fundraising, programs, and marketing and advertising. The branding of the Foundation’s regular, high-profile events will be a key priority.

The ideal candidate will be high-energy, flexible, passionate about design and the Foundation’s mission of transforming lives, and available to work at the DLF headquarters near Grand Central in New York.

It is critical to note that the Foundation receives funding and public support from the highest levels of society, including Fortune 500 business leaders, pioneering researchers and health experts, and world-renowned entertainers and thought leaders. As a result, the Foundation’s brand must be visually stunning.

ESSENTIAL RESPONSIBILITIES

In this position, you will be primarily responsible for design of:

- Invitations to the foundation's many high profile events, including eblasts, landing pages, and printed invitations
- Collateral for events, concerts, and galas, including programs, posters, pledge cards, step and repeats, etc.
- Case statements needed to raise funds for the Foundation's vital programs
- Fundraising campaigns, including landing pages, printed appeals, and branded gifts sent to participating donors
- Donor communications, including donor progress reports, annual reports, etc.
- Custom updates to Foundation websites, as well as major overhauls when they are needed
- Updates to Foundation's identity materials

For each project, you will be responsible for:

- Branding – developing the overall design concept for each project in collaboration with senior team
- Print and web design
- Interfacing with developer and printer to ensure the quality of the finished job

REQUIREMENTS

The candidate must provide a web and print portfolio that demonstrates competency in handling the key design functions needed by the Foundation. He or she must have experience working in a fast-paced, dynamic environment and be capable of meeting deadlines under pressure and balancing multiple design projects simultaneously. He or she must be competent with Adobe Photoshop, Illustrator and InDesign. It is preferred that the candidate be facile with CSS and HTML.

ABOUT THE DAVID LYNCH FOUNDATION

The David Lynch Foundation, a 501(c)(3) organization, was established in 2005 to raise funds and provide grants for the implementation of scientifically proven stress-reducing modalities, including Transcendental Meditation, for such at-risk populations as:

- Underserved inner-city students in schools
- Veterans with PTS and their families

- Women and families who have been victims of domestic violence
- Homeless adults and youth participating in reentry programs striving to overcome addictions
- Incarcerated juveniles and adults

MORE ABOUT THE POSITION

This is a full-time, on-site position beginning with a two-month, part-time trial period. After an initial employment period, employees become eligible for the Foundation's comprehensive employee benefits package, including group health and dental plans, voluntary vision, life/AD&D and long-term disability insurance, flex plans for medical, dependent and commuting expenses and paid time off.

TO APPLY

Send resume, cover letter, and salary history and/or salary requirements to:

careers@davidlynchfoundation.org

The David Lynch Foundation is an Equal Employment Opportunity Employer.

For more information about the David Lynch Foundation, please visit www.davidlynchfoundation.org.