



**Job Title:** Graphic Designer  
**Team:** Creative Marketing Team  
**Division:** Marketing & Events  
**Group:** Shared Services  
**Location:** Alpharetta  
**Reports to:** Director of Art/Design  
**Exempt/ NonExempt:** Exempt  
**Southern Baptist Required:** Yes

**SUMMARY:**

The NAMB graphic designer is a multi-disciplinary creative professional that is capable of producing on-brand creative executions in a fast paced environment and managing their own projects on a day to day basis. As a multifaceted, collaborative designer they have industry experience in a wide range of mediums from digital and print to events and environments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Contribute to the creation of design solutions that meet or exceed strategic objectives
- Work closely with creative leadership
- Create visual designs with strong typography and iconography, as well as strong and unique branding
- Ability to manage their own projects from start to finish in a fast-paced environment
- Careful attention to detail and ability to stay organized despite working on multiple projects simultaneously
- Design surprising and interesting interactive layouts that hold up to the development process
- Design storyboards, interactive page layouts, and site grids as needed.
- Construct clean and organized creative deliverables that adhere to style guidelines
- Effectively participate in brainstorming and other idea-generating team sessions
- Maintaining high quality of creative and presentation deliverables
- Collaborate with interaction designers and others to create the most compelling and successful products possible
- Be a team player and a positive addition to our company culture

**EDUCATION AND/OR EXPERIENCES:**

Bachelor's degree (B.A.) or equivalent; or four or more years' related experience and/or training; or equivalent combination of education and experience.

**CHRISTIAN WALK:**

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.



**COMMUNICATION SKILLS:**

Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Experience writing a formal letter or report, a proposal, background briefing, memos, email communications and personal notes is strongly desired. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information to top management and public groups.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

**OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:**

Knowledge of NAMB purpose and strategy. Advanced understanding of the Southern Baptist Convention, Baptist doctrine, history and polity, and the interrelationships of SBC agencies, state conventions, associations and churches. Proficient in presentation skills.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**PERSONAL QUALITIES:**

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment, and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an



active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.