Organization: United Way of the Midlands
Job Title: Graphic Designer
Department: Marketing and Communications
FLSA Status: Full Time, Exempt
Location: Omaha, NE

UWM’s Mission: To UNITE our community’s CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:
• Build TRUST in everything we do
• Extend GRACE by thinking beyond yourself
• Show GRIT by bringing it every day
• Be OPEN to embrace others’ differences
• Actively ENGAGE by listening and sharing
• Live CURIOUSLY to learn constantly

With a 100-year heritage of helping others, United Way of the Midlands (UWM) has evolved to meet the ever-changing needs in our community. We invest in more than 100 local nonprofit agencies and provide direct services, such as 211 and JAG Nebraska, to address social and economic disparities and meet community members’ essential needs. As needs have continually evolved over the years, we have focused resources and expanded the network of organizations we support – while also mobilizing people and resources in times of economic crisis, health emergencies and natural disasters.

The Graphic Designer is a critical member of the Marketing and Communications team, supporting design for United Way of the Midlands, JAG Nebraska and 211. This candidate will need expert knowledge of current design software and be skilled with every step of the design process from concept to the final deliverable. Collaboration with other team members within the department and/or across the organization is critical for success in this role. It’s a fast-paced position requiring attention to detail and strong time management skills on multiple projects and brands.

Duties and Responsibilities:
• Create print and digital marketing assets to be used across a variety of channels and variety of brands, including United Way of the Midlands, JAG and 211. This includes but is not limited to ads, posters, invitations, brochures, flyers, logos and other graphics as requested.
• Support events and internal needs with taking photographs and editing video footage.
• Ensure projects are completed on schedule with exceptional quality.
• Translate strategic direction into appealing design within an established brand identity and working in collaboration with the senior team and marketing team.
• Support the marketing team at special events.
• Ability to accept changes and feedback and change directions of a project when needed.
• Contribute to brainstorming meetings and the development of new ideas.
• Manage and maintain project deadline, which often require a quick turnaround.
• Work closely with Associate Designer to answer questions and provide direction on design.
• Other duties as assigned.

Required Skills and Abilities:
• 5-7 years’ experience with design software, including Illustrator, InDesign, Photoshop, etc.
• Driving is an essential function of this position.
• Experience with MS Office including Word, Excel, PowerPoint and Outlook.
• Experience with photography and video editing
• Experience with Wordpress preferred but not required
• Ability to work as part of an interdisciplinary team
• Strong organizational, interpersonal, and communication skills (written and verbal).
• Must demonstrate UWM’s Core Values in all internal and external interactions.
• Must be a great teammate that cares deeply about the overall success of UWM.
• Excellent time management and attention to detail skill.
• Ability to be open-minded and a flexible team player.

**Supervisory Responsibilities:**
This job has no supervisory responsibilities.

**Education and/or Experience:**
• Bachelor’s degree in Advertising, Marketing, Journalism or related field.
• Minimum of 5 years of marketing and design software experience.

**Physical Requirements:**
• Prolonged periods of sitting at a desk and working on a computer
• Ability to communicate clearly in person and over the telephone
• Regularly reach with hands and arms and talk or hear
• Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl
• Must occasionally lift and/or move up to 30 pounds
• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
• The noise level in the work environment is usually moderate

**Benefits:**
• Shared health, dental, and vision insurance
• Generous 401(k) Retirement plan
• Paid vacation and sick time
• Employer-paid life and disability insurance
• Professional development assistance
• Tuition reimbursement
• Onsite cafeteria and gym

**How to Apply:**
Please submit your cover letter and resume to resume@UWMidlands.org

*United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*