



**National Law Enforcement Officers
Memorial Fund (NLEOMF)
Job Description**

Position: Graphic/Production Designer
Incumbent: None
Reports To: Director of Digital Communications
Direct Reports: None

Position Summary

Founded in 1984, the National Law Enforcement Officers Memorial Fund is dedicated to telling the story of American Law Enforcement, honoring the fallen and making it safer for those who serve.

A nonprofit 501(c)(3) organization headquartered in Washington, DC, the Memorial Fund built and maintains the National Law Enforcement Officers Memorial—the nation’s monument to law enforcement officers killed in the line of duty. The Memorial Fund is a principal organizer of the National Police Week observance each May.

More recently, the Memorial Fund is building the National Law Enforcement Museum, currently under construction adjacent to the Memorial in Washington, DC. The National Law Enforcement Museum is dedicated to telling the story of American law enforcement by providing visitors a “walk in the shoes” experience. The Museum is working to expand and enrich the relationship shared by law enforcement and the community through the Museum’s educational journeys, immersive exhibitions, and insightful programs..

About The Opportunity:

- Are you a designer with a passion for visual storytelling?
- Are you looking for a role within a thriving and dynamic nonprofit marketing team?

This is a unique opportunity for a creative and highly-motivated graphic designer to join our in-house Marketing and Communications (MarComms) team.

The ideal candidate has a proven ability to work within a complex brand architecture which needs to be presented across different channels both online and in print. Candidates must also demonstrate a strong capability to select or create compelling imagery that accurately reflects and advances the organization’s missions and brands.

Projects will include brochures, letterhead, social media graphics, email graphics, website banners and specialty content, and a range of presentation collateral.

The graphic designer will play a critical role on a growing MarComms team lead by the Sr. Director of Communications and Marketing. This position reports to the Director of Digital Communications who leads this team.

Essential Skills and Experience:

- 5+ years of experience in a graphic design role (in-house or agency)
- Highly-skilled in Adobe Illustrator, InDesign, Photoshop, PowerPoint, After Effects, and Premiere as well as Microsoft Office
- Understanding of HTML and CSS and designing for websites particularly sites managed by WordPress as well as project management tools such as Smartsheet, MS Project, Asana, or similar
- Ability to develop logos and graphics for print and digital media such as: brochures, posters, annual reports, magazine ads, email, banner ads, bespoke splash pages amongst others
- Strong knowledge video editing, related applications and workflow and ability to acquire assets available in the market or the ability to create these assets
- Ability to work with our established style guidelines and create innovative designs reflective of the brands, missions and topics
- Experience working with and direct outside contractors to produce products reflective of our brands as needed
- Solid understanding of printing and production processes as well as an ability to design across a wide spectrum of digital devices and applications
- Strong photographic skills with knowledge of DSLR cameras is greatly appreciated
- Demonstrated ability to work independently and manage project timelines
- Team-oriented, can-do attitude and attention to detail and creativity in problem solving