Who We Are
Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We were named by The Nonprofit Times for four years in a row as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States’ employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

Who You Are
The Senior Graphic Designer at Education Commission of the States contributes to the impact and visibility of Education Commission of the States by maintaining and enhancing the organization’s brand nationally. As a key member of the Communication Team, this Senior Graphic Designer ensures integrity, consistency and accuracy of all publications, marketing materials and web content.

Essential Duties and Responsibilities
1. Be the brand czar, ensuring all products adhere to standards, tone and style. Create and maintain templates to ensure consistency across the organization.
2. Collaborate with authors of policy products and other materials to execute the author/organization’s vision and target the intended audiences.
3. Innovate displays of information and research to engage our key stakeholders in new ways.
4. Carry design and web projects from concept to completion while meeting production and release timelines.
5. Maintain ecs.org and ednote.ecs.org, including content, graphics and general troubleshooting for technical problems. Assist with maintaining aep-arts.org.
6. Create PowerPoint presentations for the Executive Office and polish PPTs for staff members who are speaking at external events, like webinars, conferences and other engagements.
7. Create graphics and visuals for all ECS events, in person and virtual, including email signatures, registration website, promotional social graphics, signage, and event materials.
8. Write specifications and solicit bids for ECS printing needs, including ordering and proofing.
9. Monitor trends in graphic/web design tools, applications and strategy.
10. Perform other design duties, as required.
Job Specifications
• Bachelor’s degree required.
• Minimum seven years’ experience graphic design field required.
• Some experience in education preferred.
• Proficient in use of digital software and technology, including Microsoft Word and PowerPoint, Adobe Creative Suite, InDesign, Adobe Photoshop, Illustrator, and video editing software. Knowledge of HTML and CSS.

Supervisory Authority
Will oversee the work of outside project consultants. May mentor or supervise other team members. Reports to the Director of Communications.

Communication
Communicates daily with Education Commission of the States’ staff, consultants and other constituents.

Physical/Cognitive Demands
Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, and have sound judgment and a willingness to support the Education Commission of the States’ team.

Working Conditions
The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier and fax.

Compensation and Benefits
Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long-term disability, and vision insurance; a flexible spending account; a health reimbursement account; and a yearly contribution to a 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

Apply for the Position
Please send a resume, cover letter/e-mail to Kate Haggerty at khaggerty@ecs.org. The subject line in your e-mail should read “Senior Graphic Designer.”

Deadline: All applications must be received by close of business Friday, November 6, 2020.

Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.