

# Because Baycrest

is a workplace of choice.



## Marketing & Communications Department at Baycrest has an opportunity for a **GRAPHIC DESIGNER/FUNDRAISING PROPOSAL SPECIALIST** Full Time, Non-Union, 70 Hours Bi-weekly

The Baycrest Foundation seeks a talented visual communicator for the role of Graphic Designer/Fundraising Proposal Specialist to clarify and crystallize concepts and ideas visually and in ways that inspire action in support of fundraising. The ideal candidate for the Graphic Designer/Fundraising Proposal Specialist role combines their skills in design with the ability to communicate effectively with multiple stakeholders to create dynamic and successful proposals, presentations and reports, as well as support a senior graphic designer in a variety of assignments spanning print and digital media. The successful candidate will excel working on multiple and overlapping projects from concept to design execution and work closely with the Manager Fundraising Initiatives as well as the Major Gifts and Marketing & Communications teams to prepare proposals, pitches, reports, and presentations for meetings with new and existing donors. The impact, clarity, and delivery of select donor pitches and proposals are key to this role, as is the ability to support the creation of compelling logos, invitations, signage, ads and more.

### Responsibilities include but are not limited to:

- Synthesizes information, designs and delivers impactful donor-ready materials in various formats – presentations, case for support, donor decks, and proposals – to help secure major gifts funding
- Develops and maintains relationships with internal stakeholders in order to seek out and clarify information as required for packaging fundraising opportunities.
- Serves as a support to the senior designer in graphic design projects for print and web materials produced for the Foundation
- Attends meetings on both the Major Gifts and Marketing and Communications teams to stay apprised of and share information that supports current and upcoming opportunities and cross-collaborative functionality

### Qualifications include but are not limited to:

- Relevant post-secondary education in Graphic Design and Marketing or a combination of education and experience
- CFRE an asset but not required
- 3-5 years' experience in a fundraising environment and a track record of creating compelling presentations and proposals that have garnered fundraising results strongly preferred
- Experience managing complex projects and competing deadlines
- Utilizing graphic design skills to support organizational objectives on both small scale and large scale projects
- Utilizing written communication skills to clarify and enhance information
- Intermediate Adobe Photoshop and InDesign skills required
- Advanced proficiency in Microsoft Office applications, specifically Powerpoint
- Exceptional interpersonal communication skills.
- Ability to translate the institutional funding priorities into visually compelling and persuasive collateral for donors and prospects.
- Excellent project management skills, analytical ability, and capacity to manage multiple high-priority tasks
- Strong research, time management and organizational skills

It is preferred for applicants to apply online. Please ensure that your updated resume is submitted with your application. Failure to submit your resume, may affect your candidacy for this position. Alternatively, you may also apply in person by submitting your application and resume to Human Resources.

**Internal Expiry Date: June 6, 2017**

**Posting # 17-0184**

**Position # xxxxxx**

**Baycrest** Please visit [www.baycrest.org](http://www.baycrest.org) to apply online



Thank you for your interest in joining Baycrest. Only those applicants selected for an interview will be contacted. All successful candidates will be required to complete a police reference check/vulnerable sector screen. As staff we all share in maintaining a safe care environment for clients, families, and visitors and a safe work environment for staff, students, researchers, physicians and volunteers. Baycrest is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please notify Human Resources at (416) 785-2500, ext. 2961.