

About Neighborhood Trust

Neighborhood Trust is a national nonprofit social enterprise and marketplace innovator creating solutions to better meet the financial needs of low wage workers. Our solutions are designed to create high-impact, systemic change by directly serving both individuals and institutions. We help workers eliminate and avoid debt, which enables them to build savings, escape the vicious cycle of living paycheck to paycheck and assert control over their financial lives. For over 25 years, we've worked side by side with workers, collected vast data and qualitative insights about the financial challenges they face, and built strategic partnerships across the financial services ecosystem.

Our work is grounded in our understanding that our economy was founded on and has grown through racist policies and institutions, which have depleted the wealth and the economic mobility of people of color. Therefore, we serve our clients cognizant of the structural inequities that are their reality today and that live within their personal histories. This lens informs all our efforts, from our direct services to the way we share insights with peers, policymakers and the market.

About Your Role

As the Graphic Designer you will dive into a dynamic, team environment to design beautiful, on brand, effective digital and print materials. This role will support our marketing and sales efforts in communicating the value of our products to customers and clients and our non-profit social enterprise organizational brand to supporters. You will be successful in this role if you are someone who is passionate about using design as a way to address economic inequality through effective communications.

Your Responsibilities:

- Concept and execute print and digital design projects including:
 - Graphics for social media channels, blog, email marketing campaigns, and websites
 - Presentation decks for webinars and sales pitches
 - Iconography, digital illustrations, and motion graphics
 - Layouts for research-based reports and accompanying infographics
 - Print collateral, such as brochures and flyers
- Work creatively within the style guidelines to create compelling and effective designs
- Partner with Marketing, Business Development, External Relations, and Program Teams to design materials that will support our sales, fundraising, and client engagement efforts
- Prioritize and manage design requests from each team
- Organize and maintain design files to ensure easy access for others on the team

What You Bring:

- Alignment with core organizational values
- 2+ years of professional design experience
- A portfolio that demonstrates your experience with the design and development of digital and print materials
- Knowledge of the required file preparation for both print and digital assets
- Proficiency with Adobe Creative Cloud, including Illustrator, InDesign, Photoshop, and AfterEffects. Experience with Premiere, Figma, and Zeplin (or similar programs) a plus
- Comfort with Google G-Suite, Slack, FTP clients
- Ability to incorporate diverse feedback into the design cycle and explain design decisions to stakeholders, including technical and non-technical audiences
- Some UI/UX experience a plus
- Ability to communicate effectively while creatively solving problems in a fast-paced collaborative environment
- Ability to work independently while taking direction from other teams
- Attention to detail, organization, and time management
- Experience working on a SCRUM team in an agile development environment or desire to learn
- Up to date knowledge of best practices and trends in design

Position Details:

- Status: Full-time, exempt
- Reports to: AD of Design & UX
- Location: While periodic travel will be required to our headquarters in New York City, this position can be performed remotely and candidates located anywhere in the U.S. are encouraged to apply.

Compensation and Benefits Package:

- Salary: \$60,000 - \$70,000 annually, commensurate with experience
- 100% employer-paid medical, dental and vision premiums for employees (savings of \$6K - \$10K per year)
- Eligible for 401(k) participation immediately, with up to a \$1K per year in employer match, vested immediately
- 12 weeks paid family leave for full-time employees, with schedule flexibility upon return to work for eligible employees
- Generous paid time off per year—12 paid holidays, 15 vacation days (grows with tenure), 6 personal/sick leave days, 1 civic engagement day
- Access to Health Flexible Spending Account, Dependent Care Flexible Spending Account, Life Insurance, and long-term and short-term disability plans

To Apply:

We are committed to building a diverse and inclusive workplace that reflects the diversity of our clients. We especially seek applicants with lived experiences of financial hardship or systemic exclusion. Staff from all backgrounds can contribute meaningfully to our mission, and we recognize that those who come from the communities we serve have a uniquely powerful perspective.

Please send resume, cover letter, and portfolio to hr@neighborhoodtrust.org with the subject line "Graphic Designer".

Neighborhood Trust is an equal opportunity employer and we are committed to equal employment opportunity in all decisions related to employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.