

**SENIOR RESOURCES, INC.**  
**DEVELOPMENT COORDINATOR/GRAPHIC DESIGNER**

**GENERAL DESCRIPTION:** Under the direction of the Director of Development, the Graphic Designer is responsible for creating graphics packages for two major fundraising events each year (March for Meals 5K and a gala event), as well as agency brochures, annual reports, social media and website graphics, and other marketing assets for the agency. Also serves in a supportive role to the development team in planning/executing fundraising events, managing the donor database and other duties as assigned.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. In consultation with the Director of Development and development staff, create marketing packages for major annual events including the March for Meals 5K (posters, billboards, postcards, t-shirts, social media and website graphics) and fundraising gala (program, ads, slideshow, posters, social media and website graphics).
2. Create an updated Annual Report and agency brochure each year, and other marketing materials throughout the year as needed.
3. Update marketing materials for Senior Resources' food truck (menu, t-shirts, posters, flyers, social media graphics).
4. Communicate with print and merchandise/apparel vendors on pricing, production requirements, order placement and deadlines.
5. Assist with execution of fundraising events.
6. Assist with donor database management and acknowledgement of donations in a timely and accurate manner.
7. Complete other tasks as assigned.

**MINIMUM QUALIFICATION:**

- Must be able to work at least 20 hours per week, with a flexible schedule and occasional weekend hours.
- Proven ability to work independently on several projects concurrently, while meeting deadlines.
- Excellent written and oral communication skills with the ability to translate a passion for the organizational mission.
- Creative thinking, innovation, planning, administrative and organizational skills.
- Proficiency with Microsoft Office and Adobe software platforms, and comfortable using other technologies to execute the functions of the job (including online donor database).
- Comfortable working with other employees and volunteers of diverse backgrounds.
- Must be able to lift, bend and carry up to 25 lbs. for 100 feet.

To apply for this position, send a resume, work samples and letter of interest to Bridget Winston, Director of Development, at [bwinston@seniorresourcesinc.org](mailto:bwinston@seniorresourcesinc.org). Resumes will be accepted until the position is filled.