



Position: Graphic Design & Communications Director

Reports To: Senior Director of Marketing & Development

FLSA Status: Full Time Exempt

Description: Special Olympics Delaware (SODE) seeks a Graphics Design & Communications Director to conceptualize, design, and produce brochures, publications, event materials, and social media campaigns for print and digital distribution. Strong design layout, proofreading skills, a team player, and a skilled multi-tasker is required. Marketing, communications, photography, video production, and brand management experience is preferred.

Major Responsibilities

- Conceptualize and design high-quality print and digital assets that align with Special Olympics Delaware programs and initiatives.
- Newsletters, flyers, posters, ads, brochures, yearbooks, programs, annual reports, fundraising event collateral, t-shirt/merchandise design, event signage, etc.
- Work closely with other members of the department in the development of a design from start to finish, gathering input, and incorporating feedback so that copy and design successfully communicate subject matter in a clear and understandable way.
- Create press-ready resources, organize the process for file preparation, and transfer, and interface directly with printer to communicate specifications and due dates.
- Work both collaboratively and independently under tight timelines and while balancing multiple projects simultaneously.
- Master, monitor, and maintain the Special Olympics visual brand and identity standards. Ensure consistency of message and design across materials and media.
- Produce videos as required (in-house video promotions) and coordinate freelance video projects.
- Manage electronic marketing, website maintenance, social media content, and the YouTube channel for video archives.
- Foster relationships with volunteer photographers and coordinate scheduling for year-round photography support. Manage photo submissions and photo archives.
- Support and build strong relationships with athletes, families, and volunteers. Attend events, activities, and programs to support the organization.
- Serve on Crisis Communications Team.
- Adhere to annual budget guidelines and financial policies.
- Coordinate with local, national, and global programs (Special Olympics Delaware area programs, Special Olympics North America, and Special Olympics Inc.) to ensure an integrated communications approach.

Qualifications

- Bachelor's Degree in Graphic Design, Communications, Marketing, or a related field.
- Demonstrated experience in Adobe Suite (Photoshop, InDesign, Illustrator).
- Demonstrated excellence in writing, content editing, layout, and graphic design with a great eye for detail.
- Marketing, communications, photography, video production, and brand management experience is preferred.
- Ability to work with Windows operating system.
- Ability to multi-task and meet deadlines in a fast-paced, ever-changing environment.
- Willingness to travel statewide and work a 40+ hour work week. Some nights and weekend work required.
- Able to occasionally lift and move 25-50 pounds.
- Must be able to pass a background check.

Compensation

- Salary and benefits are competitive and commensurate with experience and qualifications.
- FLSA Status: Full Time Exempt

Application Details

Please submit letter of intent, resume and salary requirement to:

David Halley
President & CEO
Special Olympics Delaware
619 S. College Avenue
Newark, DE 19716

or

david.halley@sode.org

Special Olympics Delaware is an equal opportunity employer committed to employing a diverse workforce. We encourage all qualified individuals to apply and thank those who do. Only those selected for an interview will be contacted. The position will remain open until filled.