

## STAFF OPENING

<b>Title:</b>	Designer
<b>Department:</b>	Public Communications
<b>Reports To:</b>	Senior Director, Communications Design

As the leading global association of mutual funds, ETFs, and other regulated funds, the Investment Company Institute encourages adherence to high ethical standards, promotes public understanding, and works to advance the interests of funds, their shareholders, directors, and advisers. We currently have a Designer position available in our Public Communications department.

As a member of the Public Communications department staff, this position is responsible for designing and producing Institute print and electronic communications to correspond to current policy themes and communications standards. The incumbent also provides graphic design support for publications, websites, email marketing templates, presentations, conference collateral, social media content, videos, infographics, and other print and digital communications.

Essential functions of this role include:

- Designs visually appealing publications and digital communications to further ICI objectives and communications themes based on intended audience, potential use, budget, and time frame allotted.
- Collaborates with Senior Director, project originators, and other staff to conceptualize appropriate design concepts and production alternatives.
- Works closely and collaborates with the design team to develop and design visual concepts that support current policy themes and communications standards.
- Designs and develops complex graphics and illustrations for use in statistical research publications.
- Assists with daily, weekly, and monthly news releases and other website content updates.
- Creates and manipulates illustrations, photographs, animations, audio, and video to enhance the ICI brand in multimedia applications.
- Maintains an archive of projects following the established file structure and organization.

If you have the following credentials, we encourage you to apply:

- Undergraduate degree in graphic design or related field preferred and minimum 1–2 years graphic design experience or equivalent combination of related education and experience.
- Knowledge and expertise in electronic design and production methods, web development, and graphic design principles.
- Proven commitment to design excellence and continuous learning related to online and electronic graphic design.
- Proficiency with Adobe Creative Suite (Illustrator, Photoshop, InDesign, Dreamweaver).
- Technical knowledge of audio and video editing software (Premiere Pro, After Effects).
- Working knowledge of HTML and related software used in the building of online and digital communications.

- Experience with Microsoft Office applications (Word, Excel, PowerPoint).
- Team player who is able to work with staff at all levels in a collaborative, cross-departmental environment.
- High level of attention to detail and organizational skills.
- Ability to produce a high volume of quality work within tight time frames and coordinate multiple projects simultaneously.
- Adaptable to changing conditions and aware of project deadlines.
- Demonstrate high degree of personal initiative, especially with respect to problem solving.

ICI offers competitive pay, excellent benefits to include a comprehensive medical plan, generous 401(k) retirement savings plan, paid leave, commuting subsidies, and tuition reimbursement as well as training and development opportunities. Based in Washington, DC, ICI is conveniently located next to McPherson Square Metro station.

To be considered for the position, email your cover letter and resume to [employment@ici.org](mailto:employment@ici.org)

ICI is an Equal Opportunity Employer that values diversity and inclusion in the workplace.