Democratic Legislative Campaign Committee

The Democratic Legislative Campaign Committee is the only organization exclusively committed to winning Democratic majorities and building Democratic power in state legislatures across the country. The DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and build the Democratic Party from the ground up.

Since 2016, the DLCC and state partners have flipped more than 430 seats from red to blue, building ten new Democratic majorities and paving the way for progress across the country. State legislatures pass most of the policies that affect Americans’ day-to-day lives, and flipping chambers from red to blue has an outsized impact on governing and public policy.

Our Democratic legislatures are truly the last line of defense against the Trump administration and Republicans’ extreme policies. With redistricting on the horizon, our democracy is on the line in 2020, and state legislatures are the battleground in this fight.

Junior Designer or Designer

The DLCC’s Junior Designer or Designer plays an integral role on the Strategic Communications & Digital team to produce beautiful, engaging graphics that tell our story, make our programs successful, and inspire grassroots Democrats across the country to take action to flip state legislatures.

The Junior Designer or Designer reports to the DLCC Deputy Digital Director and works closely with the DLCC Creative and Multimedia Manager, and the position is based in Washington, D.C.

The Junior Designer or Designer is expected to model the values of the DLCC:

- Credibility
- Teamwork
- Results Driven
- Risk
- Inclusive

Responsibilities:

- Design for a wide variety of projects, including email graphics, social media graphics, infographics, merchandise, advertising etc.
- Work laterally across teams to execute DLCC organizational graphic design needs, including documents, reports, invitations, and presentation decks.
- Work closely with stakeholders to understand the needs of a given design project.
- Create work that has a high visual impact and meets the objectives of the project, be it engagement or fundraising.
• Manage multiple projects from concept through completion.
• Be responsible for quality assurance of all products that are deployed, including QA and managing approval process.
• Participate in brainstorming and strategy discussions to develop communications campaigns and tactics that include email engagement, social media, web, video, and other aspects.
• Provide back-up support to the front desk, including covering the phones, greeting guests, and event set up, as needed.
• Perform other duties as assigned.

Additional Responsibilities for Designer Title:

• Create functional, replicable, accessible templates for use across departments.
• Spearhead long-term design projects that incorporate multiple design touchpoints across digital and offline channels.

Expected Outcomes:

• The organization has a clean and consistent visual presence, and is driven by creative, original, and progressive design.
• Final products are produced timely and accurately.
• Design is integrated in all outbound communications, and a proactive stance is taken toward providing assistance and guidance toward graphic design.

Qualifications for Junior Designer Title:

• Proficient knowledge and experience working with the Adobe Creative Suite, in particular InDesign and Photoshop, to produce compelling, effective, and inspiring graphic products.
• 1-2 years of prior relevant experience in graphic design, with an applicable understanding of graphic design best practices, and a hunger to keep up with the latest trends, technology, and effective practices.
• A demonstrated portfolio of design products, either digital or print, that shows off your design talent, creativity, and vision.
• An eagerness to learn political design, and an ability to work well with your teammates on a larger team.
• A strong creative eye and attention to detail.
• Campaign experience is a plus, but not required.
• Must share a serious ambition to help Democrats win. That means unpredictable work flows, rapid response, and an ability to work quick, scrappy, and nimble.
Additional Qualifications for Designer Title:

- This is not an entry level position. At least 2 years of prior relevant experience required.
- Advance knowledge and experience working with multiple Adobe Creative Suite applications, including InDesign, Photoshop, and Illustrator.

Requirements:

The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role of Junior Designer or Designer include:

- While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders.
- To enable an individual with a disability to perform the essential functions of the position (graphic design), reasonable accommodation for type of computer (Microsoft or Apple OS) and specific software may be made.
- This position may require the employee to periodically travel across Washington, D.C. to attend events, meetings, and conferences offsite.

How to Apply:

Salary for the Junior Designer position is $45,000 - 50,000 and salary for the Designer is $50,000 - 60,000, on an annualized basis commensurate with experience. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement contribution, transit and FSA subsidies, and more.

Please submit a cover letter, resume, portfolio (website or PDF) and three professional references to jobs(at)dlcc.org by March 8, 2020. Reference “Junior Designer” or “Designer” and your name in the subject line. No calls, please.

The DLCC is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family
responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.