

Graphic Design Associate

Version française disponible sur notre site Web

Reporting to the Lead Graphic Designer, this position has a key focus on producing highly customized proposals that are on-brand, on-message, modern in their look and feel, and visually engaging. These proposals are a critical part of our Campaign to Create Tomorrow as we solicit major and transformational gifts from individuals, corporations, and foundations. As a member of our 20-person marketing team, the Graphic Design Associate also works on developing artwork for broader consumption such as marketing collateral, web/digital layout designs, and much more.

“We’re embarking on a once-in-a-lifetime journey for health care, and for our city. We’re looking for someone who wants to build a career around this opportunity. To help us create a strong brand by producing customized proposals that will inspire donors join us on this transformative journey.”

Tara Gough, Lead Graphic Designer

Position Type: Full-time, permanent (37.5 hours per week)

Number of vacancies: 1

Number of direct reports: 0

Annual salary: \$48,500-\$57,000

Location: Ottawa, Ontario. Presently telecommuting with flexible arrangements (likely a hybrid model) available when our office reintegrates later in 2022 (date TBD). Onsite work is conducted in non-clinical areas of The Ottawa Hospital’s Civic (1053 Carling Avenue) and General (501 Smyth Road) campuses.

COVID-19 Safety Protocol: TOHF complies with all Health and Safety regulations that are established by The Ottawa Hospital’s Occupational Health Department, which presently includes: daily health screenings for all staff, frequent custodial cleanings, and reminders to observe social distancing/good hand hygiene.

Language: English essential, French considered an asset

Benefits: Includes medical benefits (semi-private hospital, extended health care, vision care, dental care); life insurance; employee and family assistance program; defined benefits pension, and much more.

Years Experience: 2-4 years recent experience in graphic design and layout

About Us

The Ottawa Hospital Foundation has launched the historic \$500-million *Campaign to Create Tomorrow*. This multi-year fundraising campaign is the largest fundraising campaign in Ottawa's history, and will support the New Campus Development on Carling Avenue and world-leading research at The Ottawa Hospital.

"Each of us can be part of a moment that future citizens of our community will someday look back on and realize, together, we revolutionized healthcare for generations to come. We have enthusiastically embraced this special moment in time, as this campaign supports one of the most important community legacy projects of our lifetime. We want the best staff to join our exceptional team as we prepare for this generational opportunity."

Tim Kluke, President and CEO, The Ottawa Hospital Foundation

We are proud to have what we believe to be the best, the brightest and the most dedicated employee team in the entire country! We have worked hard to create a work environment that fosters collaboration, creativity and work satisfaction for all of our employees. Consistently, we are ranked as one of the highest performing foundations in Canada.

Primary Responsibilities:

- Implement graphics and layouts for donor proposals in both digital and print, based on direction from the Lead Graphic Designer
- Create proposal templates and ensure templates remain up to date with current visuals
- Use and understand creative briefs to guide the production of materials
- Work in partnership with the digital strategy team by providing guidance and recommendations for highly engaging and strong user experience-based web pages
- Ensure fundraising toolkit remains up to date by implementing the latest designs, graphics and photography developed by the creative team as well as developing iconography
- Produce materials that are visually and aesthetically consistent with the brand guidelines and standards
- Use the Adobe Suite of products for design and layout, and edit photos as needed
- Follow design trends and best practices in the production of print and digital materials

Knowledge, Skills, and Abilities

- Strong knowledge of Adobe Creative Suite: graphic design, layout, photo/ editing software
- Ability to develop print and digital marketing products both from scratch and edit existing templates
- Strong file management and organizational skills
- Ability to follow direction and design trends
- Ability to work in a team and deal with competing priorities
- Any industry credentials, associations, or awards will be considered an asset
- A diploma or degree relating to the requirements of the job will be considered an asset

Benefits

The true benefit of working with The Ottawa Hospital Foundation comes from the ability to work on a team that is making a difference in our community. Everything we do has a direct impact on improving the lives of people in the Ottawa region every day. In addition to an exceptional and collaborative work environment, The Ottawa Hospital Foundation also offers an excellent compensation and benefits package, and values and supports ongoing professional development opportunities for all members of our team.

We believe that our people are our strength. Our success stems from our ability to attract and retain the best people who have a passion for our community's health care system and want to make a difference in your community. If you are looking for a truly unique career opportunity and a chance to work for an established, successful organization, The Ottawa Hospital Foundation is the ideal place for you. Apply today via email at tohf-jobs@toh.ca.

How to Apply

Please forward your resume and cover letter outlining your experience, salary expectations and why you think you would be a suitable candidate for this position to TOHF-jobs@toh.ca by **Wednesday June 29, 2022**. Your application should be submitted in PDF format and should use the following title:

Firstname_Lastname_Graphic Design Associate. Please also include a **portfolio or tear-sheets**.

(If selected for in-person interviews, a portion of the interview will consist of a layout/design test to assess knowledge, skill, and abilities.)

The Ottawa Hospital Foundation values diversity and embraces an organizational culture that is inclusive and free of bias and discrimination. The Foundation is committed to a board and staff that is comprised of talented and dedicated individuals with a diverse mix of expertise, experience, skills, and backgrounds.

We would like to thank all applicants in advance and advise them that only candidates selected for an interview will be contacted.

Job Contact Information

Human Resources

The Ottawa Hospital Foundation

737 Parkdale Avenue, 1st Floor Box 610

Ottawa, ON K1Y 1J8

(Fax) 613 761-5014

E-mail: TOHF-jobs@toh.ca