



Graphic Designer

Position: Full-time, Salaried

Location: Hybrid role in Jacksonville, FL

Department: Philanthropy

Why You Will Love This Role

As the Cathedral Arts Project (CAP)'s in-house Graphic Designer, you'll be the creative hands behind the brand of a nationally recognized arts education nonprofit. Your design work will support the organization's efforts to create meaningful change in the lives of thousands of families in Northeast Florida and beyond.

You'll manage CAP's creative project pipeline and help evolve our brand as our organization grows. This is an opportunity to use your talents to shape how a nationally recognized nonprofit looks, feels and shows up. If you love variety, take pride in strong design hierarchy and brand systems, and want your work to directly support arts access for thousands of students, we'd love to hear from you.

This position has an anticipated start date as early as October 19, 2026, and no later than November 16, 2026.

Your Impact

- **Bring the Brand to Life:** Embrace CAP's core value to **sing out loud** by using your skills to design across a wide range of formats—program materials, curriculum content, signage, invitations, advertisements, web and social media graphics, presentations, event materials, publications and more—always looking for ways to **color outside the lines** and move CAP's brand forward in ways that enhance program quality and community engagement.
- **Keep Creative Moving:** Own CAP's creative project intake from request to delivery, balancing deadlines from across the organization and ensuring nothing is overlooked.
- **Bring Design Perspective:** Embody CAP's core value to **maintain your creative spark** by staying current with best practices in nonprofit design and communications, bringing fresh ideas to the table, and offering strategic input to elevate projects and our brand.
- **Speak the Language of Production:** Manage relationships with commercial printers from quote through final proof, bringing knowledge and a sharp eye for color, paper and finishing so every printed piece reflects CAP's quality and **inspires every creative spirit** it reaches.

What You Will Bring

Background in Design & Branding

- **Demonstrated Skill:** A strong portfolio showing range across print and digital design, ability to make brand and instructional materials visually engaging, as well as real understanding of visual hierarchy and brand systems thinking.

- **Design for All:** Experience with Universal Design and human-centered design principles.
- **Print Production Knowledge:** Working familiarity with color modes, bleed and trim, paper stock and proofing, and confidence managing vendor relationships directly.
- **Software Experience:** Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop). Comfort learning new platforms for development and delivery. Experience with WordPress and Asana also a plus, but not required.

Collaborative Approach

- **Project Management Skills:** Comfort with juggling multiple small requests and a few large ones at once without letting any of them slip—and willingness to speak up before one does.
- **Stronger Together:** An understanding of how deliverables contribute to a cross-departmental strategy, and enthusiasm to work closely with various departments to keep design needs across CAP moving. Ability to be flexible and responsive to input on creative.
- **Systems Mindset:** Ability to keep creative workflow organized and visible using Asana, and an eye for gaps where these processes can be improved.

Additional Responsibilities

- **Active Participation:** Engage in all necessary meetings and committees, providing updates and insights that inform CAP's strategic decisions.
- **Event Assistance:** Support major annual events, embodying and promoting CAP's culture and values through active participation and leadership.
- **Core Values Advocacy:** Champion CAP's mission and core values in all professional endeavors, inspiring a culture of creativity and excellence across all programs.

A Day in the Life

- **Pipeline Management:** Start the day by checking Asana for new Creative Services Requests and upcoming deadlines, events and projects. Route requests and answer questions to help guide personnel on timelines, deliverable formats and more.
- **Focused Design Time:** Block dedicated time to focus on drafting and refining requested deliverables or researching new ways to update existing ones.
- **Cross-Team Collaboration:** Meet with various teams and personnel to define scope of a project, talk through an upcoming event schedule to plan signage or flyers, or get feedback on the next iteration of a current design.
- **Print Production Management:** Represent CAP on a call with a printing vendor to discuss paper and finishing and ensure delivery of printed deliverables adheres to project timelines.

Core Qualifications & Requirements

- At least two years of experience working as a graphic designer, ideally in an education, arts or nonprofit setting.
- Bachelor's degree required; degree in Graphic Design, Visual Communications or a related field preferred.
- Experience managing multiple concurrent design projects and deadlines.
- Ability to work independently as well as collaboratively.
- Strong design skills demonstrated in a professional portfolio.

- Strong communication and organizational skills and high attention to detail.
- Must pass official Level 2 background screening as outlined by Florida state law.
- Commitment to CAP's vision, mission, core values and goals.

Perks & Benefits

- **Competitive Compensation:** A competitive salary, up to \$75,000, based on your experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 3% and performance bonuses up to 3%.
- **Healthcare Coverage:** To ensure you and your health are well taken care of, CAP will cover 75% of the premiums in your selected plan for individual medical, dental and vision insurance options.
- **Retirement Planning:** Invest in your future with CAP's 403(b) retirement savings plan, including a CAP match of up to 3%. It's never too early or too late to start planning for retirement.
- **Generous Time Off:** Recharge and rejuvenate with 21 days of paid time off, plus 24-28 paid holidays throughout the year. CAP's flexible schedule allows you to balance your professional and personal life effectively.
- **Commuter Benefits:** Enjoy paid parking in a central downtown location, making your commute easier.
- **Professional and Personal Growth:** After one year with CAP, you'll gain access to additional tenured benefits, including opportunities for professional development to further enhance your skills and career. Personal wellness credits are also offered to support your overall well-being.
- **Family First:** Following a year of employment, take advantage of CAP's paid parental leave, allowing you to focus on your family's significant life moments.

Are You Ready?

Submit in confidence to Jocelyn Tolbert (jtolbert@capkids.org), Director of Communications & Marketing, a resume, cover letter and link to your portfolio.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.