ZAKAT FOUNDATION of AMERICA

The Leader in Empowering Lives Through Zakat

Graphic Designer

Job Summary

Zakat Foundation of America (ZF) is an international charitable organization dedicated to helping generous and compassionate people reach those in need. Through Zakat, Sadaqah, and the support of donors, ZF works to address immediate needs and promote long-term self-reliance among vulnerable communities around the world. The Graphic Designer will work closely with the Marketing & Communications Director and team to create compelling visual content, develop marketing materials, and support the organization's branding and communication efforts across print and digital platforms. This role will help communicate ZF's mission, highlight its humanitarian initiatives, and inspire donors and communities to engage with its work through impactful and meaningful design.

Duties and Responsibilities

- Design and develop visual content for brochures, flyers, posters, banners, menus, packaging, signage, digital ads, web graphics, and social media.
- Create visually engaging designs that align with ZFA's brand identity, marketing objectives, and communication goals.
- Develop and maintain consistent visual identities across print and digital platforms, ensuring a cohesive brand experience.
- Prepare print-ready files and PDFs, ensuring proper resolution, color settings, bleed, and file specifications for high-quality production.
- Manage multiple design projects simultaneously, meeting deadlines while maintaining creativity, accuracy, and attention to detail.
- Retouch images, edit visual assets, and enhance graphics to ensure polished, professional, and visually appealing results.
- Collaborate with marketing, copywriting, web, and other internal teams to develop cohesive and effective design solutions.
- Create marketing materials, promotional displays, and event graphics that support brand awareness and audience engagement.
- Ensure all designs follow brand guidelines, maintain visual consistency, and meet accessibility and quality standards.
- Design and refine layouts, typography, color palettes, and visual elements to communicate information clearly and effectively.
- Assist in developing creative concepts and visual directions for marketing campaigns, company initiatives, and promotional projects.
- Organize and maintain design files, assets, templates, and project documentation to support efficient workflows and consistent output.
- Review designs and incorporate feedback from stakeholders to ensure final deliverables meet project requirements and expectations.

Requirements

- Strong knowledge of graphic design, digital design, and social media content creation.
- Expertise in Adobe Creative Suite and prepress production processes.
- Deep understanding of design fundamentals, layout, composition, and typography.
- Ability to generate new, unique design concepts while staying aligned with organizational goals.
- Detail-oriented and self-motivated with a positive attitude.
- Skilled in balancing creative vision with real-world deadlines and resource constraints.
- Must be a U.S. citizen or legally authorized to work in the United States.

Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. Equal opportunity employer.