



Impact Point Group, located in Denver, CO was founded in 2007 and is a proud certified woman-owned business. We are a boutique consulting firm focused on blending the art of innovative, creative thinking and design with the science of strategic planning and measurement to help our clients implement events that deliver business impact and audience delight. We provide event strategy, program design/management, speaker strategy/management, measurement consulting and facilitation services to Fortune 500 executive teams.

### **Graphic Designer (Contractor)**

We are searching for a self-motivated and fast-moving Graphic Designer who will contribute their many talents to join our team as an independent contractor. We're looking for someone with flexible capacity and a quick, solution-oriented mind—while we try to give as much advance notice as possible, our tech industry clients occasionally demand quick turnarounds from our delivery team. And we'd love a consistent relationship, so that you're able to develop familiarity with (and love for!) our templates, brand guidelines, clients and IPG team members.

Our Graphic Designer is an essential partner to our Client Delivery and BD & Marketing teams and works directly with Account Managers and Sales Leads to design various materials used for client deliverables, proposals and other various digital media projects. Other projects may also come up on occasion for our HR & Operations teams.

To be successful in this position, you will need to be creative, resourceful, knowledgeable in PowerPoint and Google Slideware, and have huge enthusiasm for jumping in, as needed. We're looking for team members and partners who can confidently tackle ambiguity by working together and tapping into critical thinking & creativity to deliver high quality work.

If you are a seasoned graphic designer with a passion for collaboration and an eye for design, we want to hear from you! As a growing and flexible organization, we are in pursuit of excellent new colleagues with documented talents and aspirational growth targets. So, if you are inspired by the role described and you also want to be a part of a high performing team in the consulting event strategy space, let's talk!

### **Spend your days:**

- Talking to Account Managers and Sales Leads about their objectives and ideas, sketching out layout and design concepts and other potential solutions in real time
- Diving into already existing and provided templates (our clients' and our own) and illustrating new concepts, leveraging provided information and your own creative ideas

- Studying existing client deliverables—like creative briefs, impact reports and event concept presentations—and other relevant materials and research, allowing all of it to inform and inspire your current design project
- Creating a wide range of graphics and layouts (mostly digital) for client deliverables, sales proposals, supporting materials for presentations and workshops, and marketing collateral
- Collaborating efficiently and thoughtfully to finalize materials against a deadline
- Suggesting potential improvements and opportunities for new templates and design approaches

**Mindset Match:**

- The Graphic Designer is confident and self-directed—they have the acumen and experience to identify and tackle challenges head-on and autonomously, but always keep their project teams informed
- The Graphic Designer is compassionate, influential and an exceptional communicator with exceptional interpersonal skills—even when under pressure, they help their teams meet deadlines and achieve design objectives
- The Graphic Designer has the intellectual agility to focus on both the big picture and manage the details. They're polished, professional and they've built a big toolkit of design concepts, processes, techniques, strategies and templates to draw from.
- The Graphic Designer has a broad perspective and curious nature—they soak up ideas and concepts across functions, industries and cultures

**Qualifications:**

- 4+ years of experience as a graphic designer contractor
- Demonstrable graphic design skills with a strong eye for visual composition (portfolio/work samples required)
- Proficiency with required desktop publishing tools, including PowerPoint, Google Slides, Adobe and Canva
- Effective time management skills and the ability to meet quick turnaround deadlines
- Able to work efficiently under pressure
- Exceptional interpersonal skills
- Confidence and enthusiasm for tackling challenges and problem solving

**Nice to have:**

- Bachelor's Degree
- Experience working with a small company
- Agency experience

We're certainly eager to learn more about your professional experience and contributions, but we also want to get to know you as the unique human that you are!

To begin your application process, please compile and send the below application materials to [recruiting@impactpointgroup.com](mailto:recruiting@impactpointgroup.com):

- Your answers to the below questions
  - Your resume and portfolio/work samples
  - Your hourly rate(s) and general availability
1. List three things that attracted you to this position and made you want to apply
  2. Tell us briefly about a time when you overcame a challenge or successfully navigated ambiguity
  3. What media (TV, podcasts, news sources, books, social media etc.) do you regularly look at and what do you appreciate about them?