



the Laurus Group

Fundraising | Consulting | Capital Campaigns

The Laurus Group, a fundraising firm specializing in fraternity and sorority alumni communication programs and major capital campaigns, located in Atlanta, Georgia, seeks a **full-time OR part-time**:

Layout and Design Professional

The Laurus Group (www.thelaurusgroup.net) is one of the fastest growing fundraising consulting firm, specializing in fraternity/sorority alumni communication programs and major capital campaigns. We strive to provide excellent customer service and work with our clients to maximize the return on their investments. We seek to hire someone who shares our values and enjoys a fast-paced, friendly, collaborative, and ambitious work environment.

The ideal candidate will be responsible for the following:

- Layout and design of:
 - Company Marketing Materials
 - Client Newsletters
 - Client Postcard and Event Announcements
 - Client Brochures
- Branding and Graphic Design for:
 - Company Conferences and Marketing
 - Client Newsletter Masthead
 - Client Campaign Materials

Required Skills:

This position requires the candidate to juggle multiple projects for multiple clients and work closely with account managers to meet design deadlines and ensure quality products. In addition:

- Strong oral and written communication skills are required.
- Ability to use basic Microsoft Office Suite Products (Outlook, Excel, Word, etc.) is required
- Expertise in Adobe InDesign and Photoshop required
- Strong organizational skills are required
- Responds promptly to requests for service and assistance
- Has a flexible, positive attitude and works well with others; is willing and able to communicate to teammates and support end users in a constructive manner
- Able to handle multiple concurrent activities
- Ability to work independently with little oversight

Education/Experience:

Candidate should have a degree in graphic design, layout, print or other similar fields or a least 5 years professional experience. It is preferred that the candidate be a member of a collegiate fraternity or sorority with continued involvement in their respective organization post college.

Compensation:

This is a full-time OR part-time position with salary commensurate with experience.

This position will be open until filled with a qualified individual. Qualified candidates should e-mail, fax, or mail their resume, and cover letter, including salary history to:

The Laurus Group | P.O. Box 80828 | Atlanta, Georgia 30366
Fax: 770-903-3988 | resume@thelaurusgroup.net

No phone calls, please. EOE.