ALLIANCE
for the Chesapeake Bay

*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Graphic Designer**

About the Alliance:
The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization with offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA. Founded in 1971, the Alliance restores the lands and waters of the Chesapeake Bay watershed. Our collaborative and action-oriented approach delivers on-the-ground solutions, technical assistance, and builds capacity to achieve healthier lands and cleaner water. We envision clean water and resilient landscapes, cared for by all the people who live, work, and play in the Chesapeake Bay watershed.

Job Description:
The Alliance's Communications team is seeking an energetic and versatile Graphic Designer with strong project management skills. Under the direction of the Communications & Digital Analytics Manager and in collaboration with the Communications Team, the Graphic Designer will create engaging print and digital visuals that tell compelling stories and effectively educate the Alliance's diverse audiences. This role will primarily focus on projects that support the organization's Program teams (Agriculture, Forests, Green Infrastructure, and Stewardship & Engagement), with secondary support for occasional design projects related to fundraising campaigns, events, and additional communications initiatives, as needed. The successful candidate is a creative, collaborative team player, enthusiastic about environmental work, and driven to elevate the Alliance's brand.

Specific Duties of the Position:
- Translate complex environmental and conservation topics and messages into visually engaging, accessible stories for both digital and print media, such as signage, infographics, brochures, one-pagers, emails, web pages, presentations, guides, event materials, postcards, etc.
- Collaborate with the Alliance's Program teams to produce graphics that clearly communicate their on-the-ground work and help meet grant deliverables.
- Independently lead print and digital design projects from ideation to distribution, with some support from the Communications & Digital Analytics Manager as needed. This includes:
  - Provide clear, ongoing communication with project stakeholders and the Communications & Digital Analytics Manager on project timeline and status.
  - Scheduling and facilitating discovery sessions as project requests come in from Program teams.
  - Develop outlines, wireframes, and any other necessary concept work to clearly and efficiently capture and communicate your vision to all stakeholders.
  - Create clear expectations for project timelines with program staff.
  - Collaborate with Program teams to define and incorporate revisions as necessary
  - Lead design projects from concept to completion.
- Regularly attend Program team meetings (2x/month/team) and actively listen and participate with a graphic designer's perspective. This includes providing advice and identifying potential project opportunities. Share opportunities with the rest of the Communications team, as needed.
- Collaborate with Communications & Digital Analytics Manager and Program staff to develop templates for commonly requested materials.

- Embrace and utilize the Alliance's brand standards in all design projects.

Qualifications & Experience:
- 2-6 years of experience in graphic design and project management.
- Bachelor's degree in graphic design or related field, or equivalent work experience in graphic design and project management.
- Self-starter who is eager to step into a multifaceted graphic designer role.
- Experience handling a range of graphic design media and finds joy in the variety.
- Expert with Adobe content creation tools such as Illustrator, InDesign, Photoshop, etc., and additional design tools such as Canva.
- Experience working in the Google Suite.
- Experience using project management tools, such as Asana.
- Proven success of clear and effective communication with graphic design clients
- Highly effective working independently, with a strong ability to collaborate across multiple teams.
- Efficient time management skills with the ability to effectively prioritize tasks and projects, move multiple projects forward at once, and balance a busy workload.
- Strong writing and copy editing skills.
- Familiarity with vertical video and smartphone photography is preferred, but not required.
- Working knowledge of Mailchimp and WordPress is a plus.
- General knowledge of environmental science, watershed conservation/restoration, and the Chesapeake Bay is a plus.

Supervision: The Graphic Designer will report to the Communications & Digital Analytics Manager.

Hours and Location: The Graphic Designer is a full-time (40 hours/week), remote position with the ability to report to one of the Alliance's four offices, as desired. Some night and weekend work may be required, and some travel throughout the Chesapeake Bay watershed will be required for occasional events and team gatherings.

Salary: $55,800 - $65,300 annual salary. Competitive benefits available (health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, holiday, and other leave, and more).

Application: The information listed below should be emailed to careers@allianceforthebay.org no later than **March 22, 2026**. Indicate "Graphic Designer" in the email subject line. No telephone inquiries, please.

- Your resume, a link to your portfolio, and a cover letter with a written response (no more than 1 page) to the following prompt:
    - Please describe a design project you're most proud of and/or excited about, and explain the project's goals and how you achieved them. How did you keep the project organized and moving forward? What challenges did you face and how did you overcome them? If you collaborated with others on the project, please clearly describe your role and responsibilities.
- A list of 2-3 professional references and their contact information.