



The Dover Group
direct mail • digital • strategy

Company: The Dover Group
Position: GRAPHIC DESIGNER (Seasonal)

About the Dover Group

The Dover Group is a boutique political consulting firm that specializes in direct mail and digital communications on behalf of progressive candidates, organizations, and causes.

During the 2024 election cycle, The Dover Group is working to help our clients win races across the country by providing them with creative messaging, decades of production experience, cutting-edge tactics, and unrivaled customer service.

Diversity, Equity, and Inclusion Statement

Our goal is to build a team that is as diverse as the candidates we work to elect and the constituents they serve. We promote diversity in hiring from the earliest stages of the recruitment process by engaging diverse applicants through partnerships with external organizations that serve candidates who are traditionally underrepresented in the industry. We strive to create a culture of inclusion and belonging by making space for open communication and fostering trust with staff at all levels. Our DEI efforts include an active DEI committee that is empowered to make change.

At The Dover Group, we also believe that representation matters. That's why we're committed to continuing to make history by electing people of color, women, and LGBTQ+ Americans, changing the face of leadership to reflect the diversity of people who live in their districts.

Employee Value Statement

At the Dover Group we put a premium on creating a uniquely positive work environment for our employees, whether in the office or working remotely. Our employees value the work they do and the change that they help to make. They take pride in their work, and we strive to create a friendly, positive, and supportive work environment. We place a high importance on professional development as well as



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personal autonomy and schedule flexibility so that our employees can take care of themselves, their families, and their lives.

Job Description

We are seeking a graphic designer who can work full time through October 31, 2024 to produce direct mail, campaign literature, campaign collateral, logo and branding concepts, infographics, shareable social media graphics, social media ads, and digital display ads, among other things.

As a part of the Dover Group's creative team, the graphic designer will report to the Chief Creative Officer and will work with copywriters, other designers, the production team, and senior staff members to produce work that is consistent with the Dover Group's history of award-winning design.

The graphic designer should be creative, organized, detail-oriented, comfortable managing several projects at once, and open to feedback and input from others. We work in a fast-paced, deadline-driven environment, sometimes with irregular hours.

The Dover Group believes that diverse voices have been historically underrepresented in political consulting and that our work is more creative and has a greater impact when it's informed by a variety of perspectives. We strongly encourage people of color, LGBTQA+, people with disabilities, veterans, and other underrepresented candidates to apply.

Examples of our work: <https://www.doverstrategygroup.com/our-work/>

Primary Responsibilities

- **Work across the Adobe suite** to produce visually compelling political designs, in a high volume. Including:

Print: Direct mail pieces, candidate logos and style guides, campaign literature and signage.

Digital: Digital display ads, social media ads, and occasionally splash page, microsite, and website mock-ups.



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- **Layout Design:** Organizing text and images in a legible, strategic, and compelling way. From short format (digital and social ads) to long format (direct mailers and multi-page collateral).
- **Photo manipulation:** Color correcting, spot-healing and enhancing candidate photos. Manipulating stock images to bring a direct mail/digital concept to life, including working with emerging AI tools.
- **Vector manipulation:** Manipulating stock illustrations to bring a candidate logo or direct mail/digital concept to life.
- Work quickly and collaboratively with other members of the creative team to produce the best possible creative concepts and design solutions
- Proactively communicate with relevant team members as needed in our remote work environment.
- Track your work closely to ensure you meet deadlines and nothing falls through the cracks
- Understand the fast-paced, client-oriented, changing nature of our work, and incorporate a flexible, feedback-friendly mindset during the design process.

Requirements

- At least one year working as a print and digital designer
- Expertise working with the Adobe suite: InDesign, Illustrator, and Photoshop
- Familiarity with Canva
- Strong Typography Skills
- Strong Photo/Vector Manipulating Skills
- Experience setting up files and packaging materials for print
- Experience setting up files and exporting materials for digital/screen
- Ability to work on a high-volume of design work across multiple clients and media channels (print and digital)
- Ability to keep brand standards and consistent visual styles across media channels (print and digital)



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- Ability to communicate clearly, quickly, and professionally over email, phone, and video conference
- Ability to be solution-oriented, flexible and incorporate a feedback-friendly mindset during the design process.
- Ability to meet deadlines
- Excellent organizational skills
- Relentless attention to detail
- Please find a way to mention the phrase “pumpkin spice latte” in your cover letter
- Flexible schedule and willingness to work irregular hours, including evenings and weekends, especially during the peak of the campaign season
- Interest in progressive political candidates and causes is a plus
- Experience producing animated graphics or short videos is a plus, but not required

Details

- The Dover Group is an equal opportunity employer
- The Dover Group is currently 100% remote
- Full-time
- Job training provided
- Our typical workday, 6-9 months out of the year, runs from 9am EST - 5pm EST. But our industry goes crazy in August, September, and October. Work hours during those months are longer, and it is not uncommon to put in 10-hour days and even work some weekends.
- The Dover Group will provide a monthly stipend to cover health insurance costs for full time employees.
- The Dover Group provides a generous and flexible vacation and personal leave policy.
- Salary \$45,000 - \$55,000 per year (\$3750 - \$4583 per month), commensurate with experience

Contact



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To apply, send resume and cover letter to:

jobs@doverstrategygroup.com

Please include “Designer” in the subject line.