

ROLE PURPOSE

Role Title: Multimedia Creative Designer

Division: Public Affairs

Location: Manila, Philippines

Date: April 2026

Employment type: Full time, Permanent contract

Reports to: Head of Creative

Number of direct reports: 0

Leadership Band: Leads self

Purpose of the role:

The Multimedia Creative Designer is responsible for designing multimedia assets and short videos with the Creative team to help further The Foundation's global philanthropy, advocacy and fundraising campaigns.

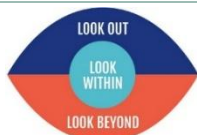
The Multimedia Creative Designer **will own the outcomes of:**

- Graphic Design:** Design & build assets across a range of mediums including print, digital, and social. Adapt existing assets across multiple platforms to address team requirements and tailor to a range of audiences including philanthropic communities. Assist in production of brand assets including, banners, social, graphics, presentations and reports.
- Creative Templates:** Collaborate on the creation of concept designs for new campaigns, publications and broader organisation initiatives.
- Video Editing:** Edit engaging short videos to support The Foundation's campaigns for various platforms.
- Infographics and animations:** Visualise processes and stories through illustration, typography and animated video
- Support creative team goals:** Support and work within a team of creative producers to reach shared team goals.
- Be a brand champion:** Support the proper use of The Foundation's brand both by internal teams and external parties. Liaise with advertising and media buying agencies to ensure delivery of key products.
- Other tasks as requested by your manager.

Our Capabilities:

As a member of The Foundation Family you will:

- Live by the values of The Foundation and support The Foundation's culture, performance and brand.
- Adhere to all The Foundation's policies and procedures.
- Strengthen the health, safety and well-being of all/look out for the well-being.
- Lead, collaborate and contribute in all interactions.



Essential Experience:

- Strong Experience in graphic and digital design (paid and organic social content, display, and EDM assets)
- Experience with video editing
- Experience with Adobe Creative suite including Photoshop, InDesign, Illustrator, Premiere and After Effects
- Experience creating templates in Canva
- Experience with PowerPoint and reports
- Experience with brand guidelines

Skills:

- Attention to detail
- Problem solving
- Project management with minimum supervision
- Ability to work well as part of a team
- Good communications skills

Desirable Experience:

- Experience with digital marketing campaigns
- Experience with YouTube shorts
- Experience working across cultures and/or within the development sector

Qualifications:

Graphic Design qualifications

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does involve "Working with Children" either direct or indirect.
This position does involve working with beneficiaries, donors and/or partners

Travel:

No travel required

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

Role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to divisional, team and individual WORK plans for more specific details

To work in The Foundation, you will:

- Be eligible to work in regions where you will be based.
- Undergo background check including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children.