

Job Title: Senior Graphic Designer

Department: Information Technology

FLSA Status: Exempt

Reports To: Director of Artificial Intelligence

Senior Graphic Designer at Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. (“Chain Bridge” or the “Bank”) is seeking a Senior Graphic Designer to lead the design and production of the visual materials of the Bank and Chain Bridge Bancorp, Inc. The position covers investor and Board presentations, Bank forms and agreements, website graphics and page design, stationery, printed forms, business cards, signage, branded merchandise, and card products.

This is a design-focused role centered on visual communication, typography, layout, accessibility, and production quality. It is the visual counterpart to the Bank’s Digital Platforms Associate, which maintains the technical health of the website.

The position reports to the Director of Artificial Intelligence, who establishes priorities, workload, and performance objectives. The Digital Communications Manager provides editorial direction, approves adherence to brand standards, and serves as the final publishing authority for published materials. Content, compliance, and regulatory questions are routed to the responsible officer before implementation.

The Role at a Glance

- Designs investor, board, and executive presentations for the Bank and for Chain Bridge Bancorp, Inc.
- Designs and maintains Bank forms, agreements, disclosures, and branded document templates.
- Designs website graphics and page layouts for chainbridgebank.com to WCAG 2.1 Level AA.
- Owns stationery, printed forms, business cards, signage, branded merchandise, and card collateral, and manages the print vendors behind them.
- Builds and documents design systems so other associates can produce compliant materials without redesigning.

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. is a nationally chartered bank regulated by the Office of the Comptroller of the Currency and a wholly owned subsidiary of Chain Bridge Bancorp, Inc. (the “Company”), a Delaware corporation and registered bank holding company. The Company’s Class A common stock is listed on the New York Stock Exchange under the ticker symbol “CBNA.” The Bank provides commercial banking and trust and wealth management services to clients nationwide through a technology-enabled operating model. As a regulated financial institution, the Bank places a premium on accuracy, clarity, and disciplined execution in all public-facing systems and communications.

The Bank maintains a written Brand Standards Manual and a documented design system. Its visual register is deliberately classical: serif typography, a closed color palette, and restrained monochrome iconography of compass roses, engraved bridges, columns, and scroll motifs. Logo artwork is locked and reproduces only from master vector files. Stationery prints on warm ivory-cream stock matched to Pantone reference, and the Manual directs that the Bank's digital surfaces match that register. This role rewards designers who work well inside a written standard and who are fluent in traditional typography and print craft.

Key Responsibilities

Investor, Board, and Executive Presentations

- Design investor presentations for Chain Bridge Bancorp, Inc., and board and executive presentations for the Bank, using the correct logo family for the issuing entity.
- Build charts, tables, and financial exhibits that follow the Bank's data presentation rules, including the treatment of financial figures and negative values.
- Prepare presentations for screen and for print, regenerating print artifacts under the Bank's print color rules.
- Maintain a presentation template library so recurring decks begin from approved masters rather than from the last version sent, on the schedules of quarterly reporting and Board meetings.
- Work that reaches Executive Management is expected to be correct on brand, accurate in content, accessible, and proofread. The person in this position owns that check: verifying the work against the Bank's written standards before submitting it and stating what was verified. Senior review can then concentrate on design judgment rather than on fonts, colors, and spacing.

Design Systems

- Build and maintain design systems, beginning with Bank forms, then investor presentations, and extending to the remaining departments.
- Maintain the existing design system for chainbridgebank.com pages.
- Document each system so that other associates can produce compliant materials from it without redesigning.

Website Graphics and Page Design

- Design page layouts, graphics, diagrams, and imagery for chainbridgebank.com within the Bank's design system and institutional visual register.
- Hand off production-ready page markup for the Bank's content management system with an implementation memo the Digital Communications Manager can act on without rework.
- Design to the WCAG 2.1 Level AA accessibility standard adopted in the Brand Standards Manual: contrast, heading order, focus states, alt text, and readable measure.
- Optimize images for the web, including format, dimensions, compression, and file naming, and size assets so page layout does not shift as they load.

Bank Forms, Agreements, and Documents

- Design and maintain Bank forms, applications, agreements, disclosures, and branded document templates, laid out to work on screen, on paper, and in electronic signature workflows.
- Apply the correct production standard to each form, distinguishing forms professionally printed in bulk on the Bank's cream stock from forms generated, filled, and printed from Word templates.
- Keep templates current with the Brand Standards Manual and with Legal and Compliance requirements, and produce accessible PDFs for documents the Bank publishes.

Certain vendor-controlled forms are produced on a third-party platform under an executed license and fall outside this scope.

Stationery, Print, and Vendors

- Manage the design and production of letterhead, envelopes, business cards, notecards, and printed forms.
- Prepare production files for commercial printing, and review proofs against Pantone and stock specifications, including color behavior on warm ivory-cream stock with no optical brighteners.
- Manage print vendors, including quotes, schedules, proofs, and delivery, and supply logo artwork from the Bank's Master Logo Library so that no vendor redraws, recolors, or rescales it.

Signage and Environmental Graphics

- Design exterior and interior signage, including monument and wayfinding signs, entry plaques, blade signs, awnings, and rear-door panels.
- Specify signage typography by intended reading distance using the Bank's approved Caslon faces, and proof street-distance lettering at actual cap height against the fabricator's minimum reproducible stroke width before approval.
- Prepare plaque-class specifications, including field material and finish and the approved engraved-metal logo variant, and route exterior regulatory disclosure questions to the Compliance Officer before fabrication.

Branded Merchandise and Card Products

- Design branded merchandise within the Bank's approved-materials standard, which favors cotton, linen, wool, leather, silk, wood, glass, ceramic, and refined metals over plastic and synthetic alternatives.
- Design the Bank-controlled elements of card products and card-program collateral, including carriers, envelopes, and activation inserts, within the constraints set by the card networks and the Bank's processor, and prepare specifications and proofs for review before production.

Brand Standards, Asset Library, and Approvals

- Produce all work to the Brand Standards Manual, and self-check it against the Manual's compliance checklist before submission.

- Maintain an organized digital asset library of logos, artwork, templates, and source files, with clear naming and version control.
- Work in Claude Design (claude.ai/design), the Bank's approved design production environment, with human review before anything is published or sent.
- Coordinate approvals with Executive Management, Marketing, Legal, Compliance, Human Resources, and Information Technology, and follow internal recordkeeping, information security, vendor management, and change-control processes applicable to public-facing materials.
- Perform other duties as assigned consistent with the role and the Bank's policies.

Qualifications and Experience

Required

- Five or more years of professional design experience, with a portfolio that shows typographic control, layout discipline, and finished production work.
- Demonstrated range in classical and traditional typography, including serif typesetting, ornament, rule and border treatment, and the ability to explain the typographic reasoning behind your choices.
- Experience designing documents, forms, and print materials, and preparing files for commercial printing to a specified stock and Pantone reference.
- Working knowledge of responsive design, WCAG 2.1 Level AA accessibility, and image optimization for the web, and the ability to hand off production-ready markup to a content management system.
- Ability to work inside a fixed design system: a closed palette, defined serif typefaces, and locked logo artwork, without substituting personal preference.
- A record of delivering polished, thoroughly reviewed work that requires minimal rework and demonstrates strong attention to detail.
- Sound judgment about AI-assisted design tools, including when output requires human review before it is published or sent.
- Strong attention to detail, discretion with non-public information, the ability to meet demanding deadlines, and a strong commitment to the quality, precision, and professionalism required for public-facing materials at a national bank.

Preferred

- Experience with investor presentations, financial communications, annual reports, or stockholder materials.
- Experience in banking, financial services, legal, professional services, or another regulated or approval-sensitive environment.
- Working knowledge of the Caslon typefaces, or of comparable historical typeface families, and of how their letterforms behave at display and fabrication sizes.
- Experience preparing signage fabrication proofs, including cap-height and minimum-stroke-width review.
- Experience with financial data visualization and advanced presentation design, including PowerPoint and the layout of financial exhibits.

- Proficiency with Adobe Creative Cloud, Figma, or comparable professional design tools, or with an AI-assisted design production environment.
- Formal training in typography or art history, or sustained work under a practicing typographer, or in a letterpress, engraving, fine-press, or hand-composition environment.
- Bachelor's degree in graphic design, visual communication, or a related field. Equivalent professional experience will also be considered.

First 90 Days

- Inventory existing presentations, forms, stationery, signage, and digital assets, and set priorities.
- Build design systems for Bank forms and for investor presentations.
- Establish approved templates and an organized asset library with clear naming and version control.
- Assume responsibility for stationery, printed forms, business cards, and print vendors, including the business card specifications now under review.
- Establish a production workflow with self-check steps and documented review controls.
- During the first year, primary focus areas will include Board and investor presentations, Bank forms and templates, website design, and the development of design systems that support scalable, standards-compliant content creation across the organization.

Compensation

Salary range: \$105,000 to \$135,000 annually. The final compensation offered will be determined based on the selected candidate's qualifications, relevant experience, skills, and other job-related factors, consistent with applicable law. This role is eligible to participate in the Bank's annual incentive compensation plan, under which employees may earn a cash bonus based on the performance of the Company and the team, with an emphasis on financial results and risk management. Plan terms, eligibility, and payout amounts are determined at the sole discretion of the Bank and are subject to change. This is a hybrid position, with a requirement to be in the office at least three days per week in McLean, Virginia.

Benefits

Chain Bridge offers a competitive benefits package consistent with a regulated banking environment, including:

- Competitive base salary
- Comprehensive health benefits (medical, dental, and vision)
- 401(k) retirement plan with employer contribution
- Paid time off, including vacation, holidays, and sick leave
- Annual incentive compensation plan
- Professional development opportunities relevant to the role and the Bank's operating environment

Compliance

It is understood that complying with all applicable safety and soundness and consumer compliance laws and regulations, taking the annually required consumer compliance courses, and adhering to the policies and procedures that support compliance will all be factors considered when evaluating individual performance. Individual performance is rewarded in annual salary adjustments. Bank compliance with laws and regulations is a factor considered in the calculation of incentive compensation. The ratings that the Bank receives from its regulators and its auditors are factored into the annual incentive compensation calculation. Your adherence to these laws and regulations and the policies and procedures that support them directly affect the Bank's compliance. Annual incentive compensation rewards team performance. An employee will not be eligible for incentive compensation unless he or she takes the consumer compliance courses required of all employees and all the required consumer compliance courses for his or her job description or job responsibilities by the end of each calendar year. All required consumer compliance courses for the applicable year will be outlined in the Compliance Management Program.

How to Apply

To apply, send a cover letter, résumé, and portfolio to hr@chainbridgebank.com. PDF is preferred, and a link to an online portfolio is equally welcome. Include a brief description of one complex design project, from brief to final production. If you need reasonable accommodation to apply, or an alternative way to submit your materials, please contact hr@chainbridgebank.com.

CHAIN BRIDGE BANK, N.A.

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