

Director of Communication and Donor Relations

Cornerstone Pregnancy Services, a faith-based ministry outreach in Elyria, Ohio, is seeking an individual to serve as Director of Communication and Donor Relations. This individual is responsible for managing and coordinating all fundraising efforts, inclusive of the donor relations activities that encourage, maintain, and increase the ministry's philanthropic support. This is an exempt, full-time position for 32 hours weekly. Non-profit fundraising experience is required. Event planning experience is a definite plus.

Job requirements include the following:

- **A Professing Christian with deep convictions to preserve the sanctity of human life and proclaim the Gospel of Jesus Christ.**
- **Associate or Bachelor's degree in Marketing, Business Communications, Event Planning, or a related field.**
- **Has experience in non-profit development and fundraising event management**
- **Strong organizational skills with attention to detail, and excellent written and non-verbal acumen is required.**
- **Experience with social media, Canva, Mailchimp, and other online platforms is desirable**
- **Displays professionalism and demonstrates self-motivation and a high level of initiative.**
- **Accomplished use of personal computers with Microsoft Office.**
- **A proven track record of meeting project goals; project management experience a plus**

**Qualified interested candidates may send resumes with cover letters, examples of event publications,
and salary history to:**

**Cornerstone Pregnancy Services
364 Griswold Road, Elyria, OH 44035
Fax: 440-324-4478
e-mail: jobs@cornerstonepregnancy.org**