

Cornerstone Pregnancy Services is a mission-driven organization dedicated to caring for women and men by providing life-affirming services. We believe that every event is an opportunity to bring people together, raise awareness, and inspire generosity that furthers our mission.

We are seeking a detail-oriented, creative, and highly organized Event Planner to join our team. The Event Planner will be responsible for coordinating and executing fundraising events, community outreach activities, donor appreciation gatherings, and special organizational functions. This role is vital in ensuring that our events reflect our mission, engage supporters, and create memorable experiences for participants. This is a full-time 32 hour position in our Elyria administrative office.

### Key Responsibilities

- Plan, coordinate, and manage all aspects of nonprofit events (fundraisers, galas, awareness campaigns, donor events, community programs, etc.).
- Develop event budgets, timelines, and logistics plans to ensure successful execution.
- Collaborate with staff, volunteers, vendors, and community partners.
- Secure venues, catering, entertainment, décor, AV, and other event needs.
- Manage guest lists, invitations, registration, and post-event follow-up.
- Work closely with the development team to maximize fundraising opportunities.
- Track event outcomes and prepare reports on effectiveness, attendance, and ROI.
- Ensure all events align with the mission and values of the organization.

For further consideration send your resume and salary history online to:

[jobs@cornerstonepregnancyservices](mailto:jobs@cornerstonepregnancyservices)

or mail to:

Attention: Human Resources

Cornerstone Pregnancy Serv

364 Griswold Road Elyria, Ohio 44035