



A HOME FOR THE GRIEVING

## Graphic Designer

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**Position Title:** Graphic Designer  
**Position Status:** Full-Time (40 hours)  
**Reports To:** Marketing Coordinator  
**Salary:** \$35K-\$50K depending on experience

### Position Qualifications:

- Bachelor's Degree in graphic design, visual communication, or related field (Required)
- Three years of graphic design experience (Required)
- Solid proficiency with Adobe Creative Suite, MS Office Suite, and social media management (Required)
- Raisers Edge, Little Green Light, Donor Perfect experience (Preferred)
- Nonprofit marketing and communications experience (Preferred)

### Job Description:

#### Overview

Cornerstone of Hope ("COH"), Ohio's leading provider of bereavement services, is seeking a full-time, experienced, graphic designer who possesses our core values of faith, compassion, commitment, and passion. Our core values shape the culture of the entire organization. The value of faith is at the heart of our work and Cornerstone of Hope believes that Jesus is the cornerstone of its mission. We welcome and serve all who seek support, just as Christ welcomed and served all.

#### Position Summary

The Graphic Designer is responsible for implementing a multi-faceted marketing and communications plan designed to support COH's mission, fundraising events, service programs, and enhance general awareness and outreach. This position supports Cornerstone of Hope locations in Cleveland (Home Office), Columbus, and Lima.

The successful candidate is...

- Tech-savvy
- Highly organized
- Able to work independently and responsibly in a fast-paced environment
- Able to successfully manage numerous projects simultaneously
- Self-motivated, with excellent writing and effective teamwork skills
- An energetic, compassionate, team oriented, purpose driven individual with a "what can I do to help" attitude

#### Essential Duties and Responsibilities

- Design and write engaging print and online marketing and promotional materials that target a variety of audiences. Such materials include COH's electronic and print newsletters, brochures, invitations, info sheets, annual report, and other materials.
- Manage and grow COH's social media presence through Facebook, Instagram, Twitter, YouTube, and other appropriate platforms.

- Cultivate and maintain effective relationships with traditional and emerging statewide and regional media outlets to promote COH's programs, activities, and events.
- Implement and maintain systems to encourage and secure blog entries, photos, and video content from clients, donors, volunteers and other appropriate contributors.
- Manage content and updates to the COH website and mobile website and other media.
- Create visual aspects of marketing materials.
- Coordinate with outside agencies for additional design needs, printers, web designers, and marketing consulting needs as necessary.
- Adhere to a marketing and communications calendar.
- Support day-to-day marketing needs by ensuring that all promotional materials are aligned with COH's brand identity and graphic standards.
- Attend regularly scheduled staff meetings.
- Adhere to confidentiality law and procedures at all times.
- Carry out other responsibilities as assigned.

**Orientation & 90-Day Review:**

All new employees are on a 90-day probation period. Employees will be given a 45 day and 90 day evaluation. After 90-days, Cornerstone of Hope will meet with the employee to discuss the work environment, goals, and expectations and discuss if the working relationship should continue.

**To be considered candidates must:**

- Submit a resume.
- Submit a cover letter.  
Cover letter should focus on helping us learn about you, and how you demonstrate Cornerstone of Hope's core values of faith, compassion, commitment and passion.
- Submit a portfolio of examples of your graphic design work.
- Provide two professional references.

E-mail resumes to: [maryann@cornerstoneofhope.org](mailto:maryann@cornerstoneofhope.org)