



Annual Fund and Special Events Manager

The Cabbage Patch Settlement House is a local, non-profit Christian organization located in the Old Louisville Neighborhood. Our mission is to equip and empower at-risk children, youth and their families to be self-sufficient by helping them maximize their economic, educational, emotional, moral, physical, social and spiritual potential. In 2020, "The Patch" celebrated its 110th year of profoundly changing lives!

Under the direction of the Director of Development, Marketing & Support Services, the Annual Fund & Special Events Manager will support the overall fundraising efforts of the organization and will oversee all elements of special events and related volunteers to ensure success in these areas. In cooperation with the appropriate senior management and event volunteer leadership s/he will analyze funding sources and set annual goals while determining strategies needed to accomplish those goals. S/he will provide leadership and guidance to support the board of directors in/through various committees towards meeting or exceeding budgeted goals. Such tasks include assuring benchmarks are met, monitoring and tracking goals and objectives, setting regular meetings, determining agendas, ensuring minutes are recorded and following up with committee members.

This position plays a key role in identifying and pursuing sponsorship opportunities, as well as managing and soliciting major corporate sponsorships and donors for special events. S/he will interact with donors, all levels of employees, the board of directors and the Board President on a regular basis. Therefore, the ability to develop and maintain constructive, cooperative, and respectful relationships with all constituents is of great importance. This individual will work in a fast-paced, deadline driven, multi-tasking office environment. Occasionally, this candidate will be required to work evenings and weekends.

Salary Range: \$50,000 – 60,000

We offer a vigorous benefit package with Medical, Dental, & Vision; a generous 403(b) plan for Retirement; Flexible Spending & Dependent Care Spending options; Group Life insurance, and Long-Term Disability. We also offer Paid Vacation, Sick, & Personal time off.

Requirements:

- Christ-like concern for all people.
- At minimum, must have a Bachelor's degree.



- At least 5 years of nonprofit or fundraising and special events experience.
- Exhibits an outgoing personality with an upbeat, positive attitude.
- Demonstrated ability to motivate and hold volunteers accountable to follow through on assignments.
- Excellent communication skills, oral and written, strong administrative and organizational ability are a must.
- Must be able to work efficiently and productively under time constraints and meet tight deadlines.
- Detail oriented, critical thinking and problem-solving skills are needed.
- Must have well-developed interpersonal skills with the ability to work with people of varied backgrounds and personalities.
- Highly proficient in Microsoft Office applications (Word, Excel, Outlook, & PowerPoint)
- Ability to pass a pre-employment background check and drug screening.
- Ability to maintain professional confidentiality

Qualified applicants please send your resume with cover letter to Tiffany Roden at troden@cabbagepatch.org and Jennifer Scott at jscott@cabbagepatch.org.