



dream. invent. think. organize.



Job Title:	Segue Gardens Non-Profit Fundraising and Event Manager		
Department/Group:	Non-Exempt	Job Term	Quarterly-Per Diem
Location:	1636 Churchlane Phila PA 19141	Travel Required:	Yes
Level/Salary Range:	14/hr	Position Type:	Part time-10hrs/wk
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External posting URL:			
Internal posting URL:	www.ditoinc.org		
Applications Accepted By:			
E-mail: tcouncil@ditoinc.org			
Job Description			
<p>About DITO's Segue Gardens:</p> <p>DITO's Segue Gardens (SGP), is a small and growing 510(c)(3) farming initiative focused on strengthening community health through equitable fresh food access, support of farms and gardens, and facilitation of discovery-based learning. It began with a social worker native to West Oak Lane tired of seeing her neighborhood decline from drugs and poverty. What started as a personal venture to clear a 20-year vacant plot used for illicit activity, quickly blossomed into a holistic plan for communal restoration. Today, DITO Inc. provides educational agriculture courses and organic produce to youth and families, from that once blighted plot. It also provides a weekly food bank coupled with wellness courses that has fed over 1000 families. Over the years DITO Inc. has built working partnerships with non-profits, universities, religious organizations, and political figures to ensure urban communities remain properly serviced</p> <p>Role</p> <p>The Non-Profit Fundraising and Event Manager oversees all coordination and execution aspects of DITO's Segue Gardens fundraising events. Role requires the orchestration and hands-on involvement in all event fundraising, activities, development, and management. This position is responsible for soliciting sponsors, advertising, selling tickets, coordinating volunteers, covering the logistics of the event, and most importantly generating monetary profits and in-kind support. The Non-Profit Fundraising and Event Manager ensures to infuse program goals and values into all events to increase community involvement within the West Oak Lane community. This role also assists with streamlining event participants towards all Segue Gardens educational programming to the community on how to grow their own organic food and gardening.</p> <p>The Non-Profit Fundraising and Event Manager reports to the Chief Operating Officer and provides direct supervision to event hires, interns, and volunteers. This position entails managing event operations at the garden and functions within a home/office-based coordination and communications setting. The right person will bring enthusiasm, creativity, and cultural sensitivity to the work, while advancing community connections and partnerships. They must have great knowledge and skill in community building, networking and event creation.</p>			

Essential Functions:

- Plan and coordinate monthly fundraising events.
- Solicitation of sponsorship for monetary and in-kind support.
- Managing event timelines and associated staff/volunteer activities to ensure all elements of the event are delivered on time and in quality fashion.
- Track revenue, expenses and budgeted forecast for all events (including hours spent on each event).
- Production and oversight of all event materials (letters, invitations, posters, flyers, etc.).
- Manage all event venue(s) and vendor relationships.
- Manage and Collaborate volunteer event planning committees.
- Collaborate, orchestrate and execute event marketing.
- Submit quarterly reports to supervisor regarding event outcomes
- Responsible for collaborating/orchestrating press releases
- Keeping track of event attendees
- Provide consistent messages to recruit new support.
- Help develop, coordinate, maintain and implement the annual fundraising plan in accordance to budgeted goals.
- Maintain fundraising events calendar.
- Plan, schedule and execute individual events in conjunction with Outreach Coordinator
- Participate in post event de-briefing.
- Help plan and run pre-set and ongoing Fundraising events along with new fundraising events.

Qualifications

- Should have Bachelor's degree (Business or Non-Profit Management preferred)
- 2 (Two) plus years' experience in sales, corporate development or fundraising or equivalent combination of education and experience.
- Demonstrated experience using MS Office suite, with fluency in Word and Excel.
- Strong computer skills and ability to use existing technology to achieve desired results.
- Demonstrated command of all social media technology and operation.
- Strong project management skills, including ability to balance multiple projects and prioritize effectively.
- Goal setting and budget management.
- Experience managing volunteers is preferred.
- Confident public speaker with the ability to communicate skillfully and effectively with diverse audiences in both oral and written formats.
- Develop and implement new initiatives.
- Ability to relate well with youth and adults; strong interpersonal relationship and alliance building skills.
- Superior flexibility and adaptability, strong work ethic; demonstrated success working in a fastpaced environment.
- Self-starter, able to initiate and complete tasks, and to work both independently and as a member of a team.
- Competency in Spanish is a plus.
- Experience working in urban communities and Black communities and/or communities of color.
- Self-motivated, detail-oriented, with strong organizational skills, and the ability to work independently.

Application Process:

We encourage people of color, LGBTQ, religious minorities, recent immigrants, and applicants from all generational, economic, and educational backgrounds to apply.

Applications will be accepted and reviewed on an ongoing basis until the position is filled. Please submit a resume, two references, and a cover letter to tcouncil@ditoinc.org for consideration. Please reference “Segue Gardens Urban Farm Manager” in the subject line.