

Corporate Relations & Special Events Manager

Location: Camden, NJ

Organization: Cathedral Kitchen

Cathedral Kitchen (CK) is seeking a highly motivated, relationship-driven Corporate Relations & Special Events Manager to expand CK's corporate partnerships, manage volunteer engagement, and lead signature events—including our 50th Anniversary initiatives and annual Harvest fundraiser. This role is ideal for an organized and detail-oriented “people person” with a passion for community engagement, events, and corporate social responsibility.

About Cathedral Kitchen

Cathedral Kitchen is a leading nonprofit organization in Camden, NJ, serving thousands of meals each week and providing a life-changing workforce development program and social services. We are a dynamic, compassionate team committed to creating opportunities and dignity for our community.

Position Overview

Reporting to the Vice President of Development, the Corporate Relations & Special Events Manager cultivates and stewards corporate partners, manages group volunteer experiences, and leads special events that elevate CK's visibility and impact. This outward-facing role requires strong communication skills, excellent relationship-building, and the ability to manage multiple complex projects.

Key Responsibilities

- Develop and grow corporate partnerships, including sponsorships, volunteer programs, in-kind donations, and special projects.
- Serve as CK's Volunteer Manager, scheduling group projects, volunteer communications, and co-managing the volunteer portal.
- Lead CK's 50th Anniversary special events, including Community Day, Business Leader Roundtable, and friend-raiser gatherings.
- Plan and execute CK's Annual Harvest fundraiser, including logistics, volunteer support, and partner engagement.
- Lead the Harvest Auction Committee, overseeing prize solicitation and donor outreach.
- Coordinate and staff external community events, outreach initiatives, and public engagement opportunities.
- Conduct regular prospect research to identify new corporate partners, volunteer groups, and event supporters.
- Lead or support group tours for community partners, business leaders, and prospective donors.

- Represent CK at meetings, events, and outreach activities, some on evenings and weekends, with professionalism and enthusiasm.

Qualifications

- Bachelor's degree preferred.
 - 3–5 years of experience in corporate relations, special events, fundraising, volunteer management, or nonprofit engagement.
 - Demonstrated success managing corporate partnerships and/or volunteer programs.
 - Outstanding verbal and written communication skills.
 - Strong organizational skills and the ability to manage multiple projects simultaneously.
 - Positive, energetic, external-facing presence with strong relationship-building abilities.
 - Experience with donor databases or volunteer management systems a plus.
 - Commitment to CK's mission and compassion for individuals from diverse backgrounds.
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Why Join Cathedral Kitchen?

You will join a passionate team working to create food security, opportunity, and community for Camden residents. This role offers the unique opportunity to build corporate partnerships, activate volunteers, and shape milestone events during a historic anniversary year.

Salary Range: \$65,000-\$75,000, with robust health insurance offered

To Apply:

Please send your resume and cover letter to our Director of Human Capital, Ty Martin, at tajira@cathedralkitchen.org, with "Corporate Relations & Special Events Manager" in the subject line.