



Fenway Community Development Corporation Events & Resource Manager

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. Fenway CDC is a 501(c)3 non-profit. Our departments include Housing Development, Community Organizing & Planning, Resident Services & Workforce Development, Resource Development, Administration and Finance. Learn more about us at www.fenwaycdc.org

Fenway CDC seeks an Events & Resource Manager who will plan and execute experiential and meaningful events, fundraising activities, and manage resource development projects that build Fenway CDC's pipeline of contributors, volunteers, and members to support Fenway CDC's exciting work to create a positive community impact. This is a full-time (40hr/wk), exempt position reporting to the Marketing and Development Director.

We offer a hybrid work schedule that aligns with the demands of events management. Onsite presence is required during key event periods to ensure smooth coordination and support. During peak event seasons, the manager should be prepared to work occasional evenings and weekends to oversee logistics and attend related functions.

Responsibilities:

50% Events & Project Management

- Events: Plan and coordinate logistics for fundraising, cause-marketing, and cultivation events
- Reports: Prepare and track budget, timelines, and events/projects using project management tools
- Logistics: Liaise with event volunteers and vendors to ensure timeline delivery of services and goods
- Volunteers: Train, supervise, and manage fundraising event volunteers to provide logistics support
- CITC: Process community investment tax credit forms and track CITC report in collaboration with the Director
- Perform any other duties as assigned

50% Fundraising and Cultivation

- Fundraising: collaborate with the Director to manage a portfolio of donors – corporations, institutions, and individuals and implement cultivation activities to achieve department goals
- Marketing: collaborate with the Director to cultivate businesses to participate in Taste of The Fenway
- Outreach: identify cause-marketing events and partner with stakeholders to achieve win-win mutual goals
- Perform any other duties as assigned

Qualifications, qualities, and skills:

- Degree in Marketing, Communications, Journalism, Project Management, or equivalent qualification
- Mission-driven, problem-solver, creative, and has a strong work ethic
- Excellent written and oral communication skills
- Good interpersonal and cultivation skills, organizational skills, and detail-oriented
- Ability to multi-task working with stakeholders to meet events, fundraising, and project deadlines
- Proficient in Microsoft Office Suite, design programs, and social media platforms

Salary and Benefits: Salary is \$68,000 to \$72,000 commensurate with experience. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation, and holiday leave.

To apply: please email resume and cover letter to projects@fenwaycdc.org. Applications are encouraged by January 10, 2025 and will be reviewed and evaluated beginning on that date. Interviews will subsequently be scheduled on a rolling basis. We anticipate two rounds of interviews for the successful candidate.

Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.