



Fenway Community
Development Corporation
Improving Lives and
Building Community

Part-Time Marketing and Project Manager

Fenway Community Development Corporation (FCDC) is a non-profit membership organization that works to achieve greater residential stability and diversity in the Fenway neighborhood. We develop and preserve affordable housing, engage residents in organizing and planning, and provide services for low- and moderate-income residents. We envision the Fenway as an urban village – a model of smart-growth which both residential and institutional neighbors thrive together. www.fenwaycdc.org

Fenway CDC is seeking a part-time Marketing and Project Manager who will be mission-driven, an initiator, a creative problem-solver, and has a strong work ethic. She/he must have good selling skills and business savvy; experience with implementing event logistics; manage schedule of project activities; communicate with internal and external stakeholders; produce marketing promotional materials; manage volunteers; prepare project analysis report; and a team leader.

Responsibilities:

- Prepare and track budget for events and projects
- Plan and manage multiple project tasks with firm deadlines simultaneously
- Solicit outright and in-kind donations from corporations, businesses, and individuals
- Cultivate relationship with community partners, corporations, businesses, and individual donors
- Plan and oversee event flow and implementation of fundraising and project activities
- Communicate professionally with internal and external stakeholders
- Answer emails and return phone calls in a timely manner
- Coordinate with vendors and ensure timely delivery of supplies and services
- Prepare presentation materials and marketing collaterals
- Train and supervise volunteers and interns
- Must be able to work in a team environment
- Performs other project duties as assigned

Qualifications:

- Bachelor's Degree in Project Management, Marketing, or equivalent experience
- Displays strong customer service skills with high attention to details
- Must have a high level of accuracy
- Good written and oral communication skills
- Strong interpersonal and organizational skills
- Demonstrates the ability to work in a team environment
- Proficiency with Microsoft Products

If you are interested to apply, please email your cover letter and resume to Iris Tan at events@fenwaycdc.org. No phone calls please.

Fenway CDC is committed to non-discrimination and equal opportunity employment.