



Fenway Community
Development Corporation
Improving Lives and
Building Community

Fenway Community Development Corporation

Position: Development and Communications Director

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. Learn more about us at www.fenwaycdc.org

Reporting to the Executive Director, the Director of Development and Communications provides leadership, strategy, and execution of the organization's fundraising and communication plans to advance its mission. The position is responsible for establishing and executing fundraising goals and objectives, solidifying, and expanding donor relations, guiding organization-wide external communications, deepening connections with the community, and leading department staff.

This position is a full-time (40 hrs/week), exempt position. We offer a hybrid work schedule which requires onsite presence each week. The Director should be prepared to work occasional evenings and weekends related to scheduled organizational and partner events.

Primary Responsibilities

I. Supervision and Management:

- Manage two full-time development and communications staff and freelance grants/fundraising consultants; ensure staff attend training; and conduct annual performance appraisals.
- Collaborate with Staff, Executive Director, and Board Members in implementing Fenway CDC's strategic plan.
- Develop and track fund development plan and budget.
- Create and use systems to track, measure, and report progress.
- Keep abreast of latest trends in fundraising and communications to help Fenway CDC operate with initiative and innovation.
- Collaborate with Development Committee to improve fundraising programs.
- Work with Executive Director and Development Chair to identify staffing needs that align with Strategic Plan.

II. Development

- **PROGRAMMING:** Work collaboratively with Fenway CDC's program staff to identify potential partners and funders to support programmatic priorities.
- **ANNUAL GIVING:** Plan and implement a robust annual giving program.
- **MAJOR DONORS:** Build upon existing donors, research prospects, establish rapport, and cultivate major individual donors; establish and maintain dedicated communications tools for major donors.
- **CORPORATE & INSTITUTIONAL DONORS:** Research prospects, establish rapport, and cultivate major Corporate and Institutional funders.



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- **PUBLIC FUNDERS:** Cultivate existing and new public funders by ensuring development of competitive proposals and share deep impact of our work through 1-1 communication.
- **EVENTS:** Lead and direct the strategy, planning and execution of Fenway CDC's fundraising events, in partnership with other internal and external stakeholders.
- **CITC:** Manage the Community Investment Tax Credit Program and related activities to ensure that all CITC funds are expended each year.
- **MANAGEMENT:** Oversee Development Manager in the variety of duties mentioned above.

III. Communications

- Oversee Communications Manager in the creation of content for collateral, website, social media, newsletters, and Annual Report.
- Build relationships with local traditional and non-traditional media outlets to help elevate Fenway CDC's brand and community awareness.
- Create strategies to publicize Fenway CDC's programs and recognize funders through multi-modes and platforms.

IV. Key Relationships

- Works closely with Executive Director and staff to identify program needs and articulate competitive proposals.
- Participates in external networks and attends key events to ensure that Fenway CDC is well-positioned for opportunities to advance the organization.

Qualifications

- 7+ years of professional fundraising experience in a nonprofit organization.
- Demonstrated success and experience grant writing, foundation relations, major gifts, corporate and individual giving, and strategic stewardship activities.
- A professional and resourceful style with the ability to work independently and as a team.
- Ability to manage multiple tasks and projects at one time and produce superior work on deadline.
- Tangible experience of expanding and cultivating existing donor relationships over time.
- Experience leading communications tools such as social media, annual reports, donor communications, and other modes and platforms.
- Ability to construct, articulate, and implement annual strategic fundraising plan and volunteer engagement plan.
- Flexible and adaptable style.
- A leader who can positively impact both strategic and tactical fundraising initiatives.
- Excellent written and oral communication skills.
- Ability to influence and engage a wide range of donors and community stakeholders and build long-term relationships.
- Strong organizational and time management skills with exceptional attention to detail.



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- High energy and passion for Fenway CDC's mission is essential.
- Customer and donor focus.
- Experience working with diverse, low-income populations; and familiarity with the Boston and Massachusetts philanthropic community preferred.

Salary and Benefits:

Salary is \$110,000 to \$130,000 commensurate with experience. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, a 401k match, as well as paid sick time, vacation, holiday, and wellness days.

To apply:

Please email resume and cover letter to projects@fenwaycdc.org. Applications are encouraged by **September 2, 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.