



Fenway Community Development Corporation
Improving Lives and Building Community

DIRECTOR OF COMMUNITY PROGRAMS

Fenway Community Development Corporation (CDC) is a 501c(3) non-profit organization founded in 1973 and is based in Boston, Massachusetts. Our mission is to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices.

Our programs consist of housing development and preservation, resident services and workforce development, and community planning and organizing. We own and oversee ten properties and ensure that over 650 residents have safe and affordable homes. Through civic engagement, we work with program partners and elected-leaders to improve the City's housing policy to create more funds for affordable housing, prevent at-risk residents from eviction, and develop new supply of housing to meet the needs of low- and moderate-income residents.

The Director of Community Programs will oversee our Resident Services and Workforce Development programs which offer support to low- and moderate-income residents to overcome barriers and live healthier. We do this by connecting them to housing-related services, social services, education, job skills training, employment opportunities, food access programs, financial coaching, health and wellness programs, and community events. Our Community Programs Department annual events such as Fenway Porchfest music festival, family Halloween gathering, and Fengiving celebration enrich the lives of community residents.

As we continue to provide high quality services and expand our programs to serve more residents in need, we are seeking a resourceful and creative Director of Community Programs who is passionate about Fenway CDC's mission and is capable of managing a highly productive team. Reporting to the Executive Director, the Director of Community Programs will also contribute to improve social and racial justice by ensuring that Fenway CDC's overall service delivery process is equitable and inclusive.

Position Responsibilities:

- 1. Management:** Hire, train, supervise, and manage three to five team members (currently Senior Resident Service Coordinator, Employment Specialist, Community Health Coordinator, and SCI AmeriCorps Fellow)
- 2. Program Development:** identify service gaps in tandem with industry leaders and design delivery processes
- 3. Partnerships:** Manage strategic relationships with program partners and community stakeholders
- 4. Volunteers:** Oversee and cultivate members of the Resident Services Committee and support staff in building leadership capacity of residents serving as Building Captains at each Fenway CDC property
- 5. Record-Keeping:** Implement department systems to track and analyze program participant development and program outcome metrics
- 6. Collaborations:** Collaborate with colleagues to promote Fenway membership and events, and work closely with the Marketing and Development Director to develop impact reports, grant program partners, and collaterals

Qualifications, qualities, and skills:

- Bachelor's Degree in social services or equivalent experience
- Minimum of five years of experience in training, leadership, and management experience in a non-profit or public institution with focus on community development, education, and workforce development
- History working with low and moderate-income individuals and families
- Demonstrated cultural competence working in a diverse community
- Excellent in facilitating, organizing, and managing a highly productive team
- Passionate to promote positive development practices and work towards social change
- Strong verbal and written communication skills with attention to detail
- Responsible, self-motivated, and able to prioritize carrying out multiple ongoing projects

- Strong work ethic, a sense of humor, and a commitment to social justice
- Proficiency with Microsoft Office Suite and knowledge of data management software
- Bi-lingual in Spanish or additional languages strongly preferred

Salary and Benefits:

Salary range will be 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. This is a full-time, exempt position reporting to the Executive Director.

To Apply:

Please email resume and thoughtful cover letter to projects@fenwaycdc.org

Resumes and cover letters will be reviewed and interviews will be scheduled on a rolling basis.

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.