



Fenway Community Development Corporation  
Improving Lives and Building Community

## Events and Resource Manager

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. Fenway CDC seeks an Events and Resource Manager who will plan and execute experiential and meaningful engagement events that build Fenway CDC's pipeline of contributors, volunteers, and members who will support and participate in Fenway CDC's exciting work to create a positive community impact.

### **Responsibilities:**

- **Events management:** Plan and coordinate event logistics for Fenway Ball gala, Taste of The Fenway food tasting festival, Fenway Porchfest music festival, and cause-related marketing and fundraising events
- **Reports:** Prepare and track budget, timelines, and activities for events and projects
- **Prospecting:** Research and identify prospective funders and implement stewardship activities
- **Donor stewardship:** Cultivate individual donors, corporations, and institutions
- **Outreach:** Identify cause-marketing events and collaborate with stakeholders for implementation
- **Sponsorship:** Solicit outright and in-kind contributions from corporations, businesses, and individuals
- **Presentation:** Prepare written and visual materials, e-newsletters, newsletters, and update website
- **Database development:** Maintain accurate and up-to-date information on stakeholders and donors
- **Logistics:** Liaise with volunteers and vendors to ensure timeline delivery of services and goods
- **Volunteers:** Train and supervise volunteers and interns
- **Social media:** Coordinate with colleagues to plan and implement social media activities
- **Promotion:** Cultivate local businesses to provide member incentives and promote economic opportunities
- Perform any other duties as assigned

### **Qualifications, qualities, and skills:**

- Bachelor's Degree in Non-Profit Management, Journalism, or equivalent qualification and experience
- Mission-driven, problem-solver, creative, and has a strong work ethic
- Excellent written and oral communication skills
- Experience planning and executing complex events
- Good selling skills and business savvy
- Displays strong customer service skills with high attention to details
- Strong interpersonal and organizational skills
- Proficiency with Microsoft Office Suite

**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 Marketing and Development Director.

**To apply, please** email resume and thoughtful cover letter to [projects@fenwaycdc.org](mailto:projects@fenwaycdc.org). Resumes and cover letters will be reviewed and interviews will be scheduled on a rolling basis.

### **About Fenway CDC:**

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. Through Resident Services and Workforce Development Programs, we connect residents to services relating to housing, public benefits, education, skills training, jobs, food access programs, financial coaching, wellness programs, and community events. Our annual Fenway Porchfest music festival, Halloween gathering, and Fensgiving celebration enrich the lives of community residents. We ensure that our programs and services are equitable and inclusive.

*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.*