



Fenway Community Development Corporation Events and 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.

The organization is a 501 (c) 3 non-profit. We have three program departments: Housing, Community Organizing & Planning, and Community Programs. Learn more about us at www.fenwaycdc.org

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.

This is a full-time, exempt position reporting to the Marketing and Development Director. It is an onsite position, Monday to Friday, 40 hours work week, and occasional evenings and weekends when the event date is near.

Responsibilities:

- **Events management:** Plan and coordinate event logistics for Fenway CDC's 50th Anniversary Fenway Ball gala, Taste of The Fenway food tasting 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
- **Fundraising:** Solicit outright and in-kind contributions from corporations, businesses, and individuals
- **Outreach:** Identify cause-marketing events and collaborate with stakeholders for implementation
- **Presentation:** Prepare information 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
- **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 Communications, Journalism, Digital Marketing, or equivalent qualification
- Mission-driven, problem-solver, creative, and has a strong work ethic
- Excellent written and oral communication skills
- Experience planning and executing complex event
- 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 within a range of \$52,000 to \$58,000. 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 thoughtful cover letter to projects@fenwaycdc.org. Resumes and cover letters will be reviewed, and interviews will be scheduled on a rolling basis. Resume evaluation begins February 6, 2023.

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.