Fenway Community Development Corporation (FCDC) is a non-profit membership organization that develops affordable housing and works to achieve greater residential stability and diversity in the Fenway neighborhood. We engage residents of our buildings and the Fenway in community organizing and planning, to develop affordable housing, and to advocate for services for low and moderate-income residents. We envision the Fenway as an urban village – a model of smart growth and equity in which both residential and institutional neighbors thrive. We see housing and community development as vital components of this vision. [www.fenwaycdc.org](http://www.fenwaycdc.org)

**Responsibilities – Real Estate**
- Participate as a project team member assisting with relationship development, project visioning, community engagement, and leveraging community program initiatives to advance pipeline growth.
- Assist in the coordination, preparation, and delivery of development and community presentations.
- Support the Housing Department with the completion and submission of project funding and finance applications, deliverables from team consultants; and project communications and record keeping.
- Attend Fenway CDC Housing Committee meetings, development project team meetings, and other meetings with public, private, and community stakeholders.

**Responsibilities – Community Programs and Events**
- Forge and maintain community partnerships through continued collaboration and creation of new place-making events.
- Support the Fenway Fair Foods program in retaining volunteers, ensuring consistent food quality, and improve reach and accessibility to residents. Lead efforts to expand Fair Foods program to a second site.
- Coordinate Fenway CDC’s annual Fenway Porchfest efforts, working in collaboration with Fenway Alliance and Fenway Civic Association.
- Support the Fenway CDC membership team to roll out membership program consistent with strategic planning goals.

**Qualifications and Skill Sets:**
- Minimum of Bachelor’s degree required
- Demonstrated interest and passion for learning about affordable housing and community development
- Excellent verbal and written communication skills
- Strong knowledge of MS Office suite and experience with database software
- Ability to undertake, balance, and manage multiple tasks and assignments
- Ability to work independently on assigned tasks
- Must possess strong organizational skills and be detail oriented
- Be able to work a flexible schedule including some evenings and occasional weekends
- Knowledge of Adobe Creative Suite, Sketchup, and/or mapping applications

**Reporting Requirement, Salary and Benefits**
- Reports jointly to Real Estate Director and Executive Director
- Full-time, exempt position with competitive salary and generous benefits

**To Apply**
- Please email resume and thoughtful cover letter to projects@fenwaycdc.org
- Resumes and cover letters will be reviewed and interviews scheduled on a rolling basis

Fenway CDC is an Equal Opportunity Employer