



**JOB TITLE** Business Services Manager  
**REPORTS TO** Executive Director  
**LOCATION** 2837 W. Girard Avenue, Philadelphia, PA 19130  
**POSTED** January, 2022

#### GENERAL DESCRIPTION

Fairmount Community Development Corporation (FCDC) seeks a new team member to partner with the Executive Director creating community dialogue and events, supporting a vibrant local economy, and helping the neighborhood thrive.

The Business Services Manager will take the lead building relationships with current and aspiring business owners and entrepreneurs across the Art Museum District, including the neighborhoods of Brewerytown, Fairmount, Spring Garden, Poplar, Sharswood, and Francisville, and support related events, communication and programs. Ideal candidates will be personable, curious and diligent, strategic exploring and solving challenges, experienced with CRM systems, program development, and communication, and have an affinity for community development, sales and account management.

**This role is not based out of an in-person office presently, but requires in-person engagement and follow-up with neighborhood businesses on a routine schedule.** The position is expected to operate out of an office space on West Girard Avenue in the future. **The Business Services Manager position is open to those interested in full or part-time employment;** success will rely on working with business leaders during times that complement their operating hours.

Responsibilities:

- Growing and maintaining membership in the Greater Art Museum Business Alliance (GAMBA)
- Developing programming to engage and support GAMBA members
- Coordinating the PhillyiHub entrepreneur assistance program, alongside Mt. Airy CDC
- Launching FCDC's new Business Resource Center and co-working space on Girard Avenue

Primary Skills/Tasks:

- **Development, Prospecting and Qualifying Leads:** Sell membership packages to businesses in the Greater Art Museum District and ensure membership adds value for businesses.
- **Community Building:** Relate to and create shared experiences between GAMBA members, participants in the PhillyiHub program, and users of FCDC's future co-working space.
- **Programming:** Organize workshops that serve GAMBA members and attract new members.
- **Planning and Reporting:** Set membership goals for GAMBA; use Neon CRM to track results.

**This position is funded through summer 2023 at an annual salary of \$40,000** - to apply, send a cover letter, resume, salary requirements, and references to [jobs@fairmountcdc.org](mailto:jobs@fairmountcdc.org) with the subject line "Fairmount CDC Business Services Manager". Please share whether you are applying to the role on a full or part-time basis in your cover letter. No phone calls please.