



**JOB TITLE** Community Development Manager  
**REPORTS TO** Executive Director  
**LOCATION** 2837 W. Girard Avenue, Philadelphia, PA 19130  
**POSTED** August, 2022

#### 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 **Community Development 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, Francisville, Sharswood, and Spring Garden, and the Fairmount Avenue and Girard Avenue commercial corridors.

Ideal candidates will be personable, curious and diligent, creative in solving problems, organized tracking progress and data, eager to listen and relate to neighbors' challenges and aspirations, share their goals and provide connections to city programs and other resources.

#### Responsibilities:

- Meeting and maintaining regular contact with neighborhood business owners; using Fairmount CDC's Neon CRM to track relationships and dialogue.
- Building awareness of business assistance programs and sharing relevant resources.
- Generating leads for membership in Fairmount CDC's Greater Art Museum Business Alliance.
- Co-producing community events such as the Girard Avenue Street Festival, Taste of Fairmount, neighborhood volunteer days and business networking meetups.
- Supporting efforts and engagement to renew the Girard Avenue corridor plan and Art Museum District business directory.
- Coordinating the PhillyiHub entrepreneur assistance program, alongside Mt. Airy CDC.
- Helping launch Fairmount CDC's future Business Resource Center and community space.

**This role is not based out of an in-person office presently, but requires in-person engagement and follow-up with neighborhood businesses;** the position is expected to operate out of an office space on West Girard Avenue in the future. Success will rely on working with business and community leaders during times that complement their operating hours including some evenings as well as weekend days for special events. **The Community Development Manager is a one-year contract position funded through fall 2023 at an annual salary of \$40,000** with an additional \$500 monthly stipend provided for benefits; our ambition is to continue the position, and grow the role's salary, as future funding permits.

**Apply by Wednesday, September 21.** Send a cover letter, resume, and references to [jobs@fairmountcdc.org](mailto:jobs@fairmountcdc.org) with the subject line "Fairmount CDC Community Development Manager".