

**Executive Director**  
**Dogpatch & Northwest Potrero Hill Green Benefit District**

**FUNCTION:**

The Executive Director will work collaboratively with the Board of Directors in leading the non-profit Dogpatch & Northwest Potrero Hill Green Benefit District (DNWPH-GBD), a newly-established green benefit district in San Francisco. She or he will ensure that the District's fiscal, operational, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented within the organization. She or he will direct a small support staff and report to the Board of Directors.

**GOALS:**

The mission and purpose of DNWPH-GBD is to support and enhance the District for property owners, visitors, residents, and workers. The goals for DNWPH-GBD are:

Clean, maintain, enhance and expand Public Realm areas in Dogpatch and NW Potrero Hill neighborhoods.

Support community volunteer efforts

Promote sound ecological practices with locally controlled, sustainable and transparent funding structure

Promote a high-level of transparency and accountability in how GBD funds are spent.

**RESPONSIBILITIES:**

Financial Management:

- The Executive Director will oversee a budget of over \$500,000 in FY 2015 /2016, with the majority of the funding from property assessments .
- Oversee preparation of the annual budget 2. Support the Board of Directors in their budgetary review process.
- Prepare an annual report of proposed budget revenues and expenditures for the Board's approval as defined in the Management Contract with the City and County of San Francisco.
- Manage fund development activities, such as event planning, grant writing, cultivation of donors, and identifying new resources and cost-saving measures.
- Actively seek and maintains a diverse donor base of individual, business, foundation, and government segments.
- Lead organization's financial growth in order to maintain healthy cash flow, provide full services to our constituents, and maintain adequate reserves to support board-approved investments and risk-taking.
- Work with board committees to insure that fund allocation follows the management plan and city –GBD agreement.
- Formulate and execute comprehensive marketing, branding, and development strategies 8. Working with the board treasurer, provide final approval of all invoices for payment. Authorizing and ensuring timely payment of bills and invoices as well as ensuring timely deposits and transfers.
- Work with the GBD board of directors to establish a strategic plan.

Community Involvement:

- Institute and manage volunteer program by working with neighborhood park stewards

- Setup, with Board of Directors, neighborhood meetings to present progress and get input.

#### Program Development and Implementation

- Oversee and support the development, design, and delivery of program initiatives, assuring that the goals and objectives are aligned with DNWPH-GBD's overall strategic plan.
- Ensure compliance with all requirements of federal, state, and local regulatory and governmental reporting.
- Regularly engage in site walks to monitor condition of the neighborhood and stay on top of developments.

#### Organizational Management

- Lead, motivate, and develop staff and board to work in partnership to accomplish the goals of the GBD.
- Oversee and support the administrative components of all program services, including contract negotiations, contract and grant reporting, and contracted work.
- Ensure that legal and internal policies are adhered to in all employment and organizational practices<sup>4</sup>. Cultivate and strengthen relationships with corporate and non-profit leaders within the district. Work with Management Company, maintenance, and landscaping workers. Problem-solve; determine and implement solutions and improvements.

#### **QUALIFICATIONS:**

- Ability to create and manage budgets and achieve additional revenues for the organization.
- Strong background in financial oversight of a non-profit.
- Solid leadership and interpersonal skills<sup>4</sup>. Stellar organizational and project management skills.
- Highly motivated self-starter with the ability to work independently and foster a team environment in a complex setting.
- Ability to prioritize and manage multiple projects simultaneously.
- Detail-oriented with impeccable follow-through and accountability.
- Charismatic public speaking, written and presenting skills.
- Ability to create and implement a comprehensive strategic plan.
- Ability to work with members of the Board of Directors to engage their assistance with the various district committees.
- Proficient computer skills including MS Word, Excel, Outlook, databases, Google drive and Internet.

#### **EDUCATION and/or EXPERIENCE:**

- Must have a bachelor's degree from an accredited college or university, preferably in planning, business, nonprofit management, or related field. Graduate degree a plus.
- Prior working knowledge in non-profit or corporate management including 2+ years of experience leading a multifaceted fundraising department.
- Experience with a municipal government, visitor industry, and public space project.
- A solid track record of shaping, implementing, and leading significant programs that have increased support from donors/members, partners, corporations, and foundations.
- Prior experience in resource development, sponsorship, or fundraising.
- Familiarity with San Francisco is a plus, but not required.

**WORK EXPECTATIONS:**

Workload is expected to be 30% office and 70% off-site, including some evening community meetings and weekend events.

**TO APPLY:**

Send a cover letter and resume, with DNWPH-GBD in the subject line, to [jobs@dnwph-gbd.org](mailto:jobs@dnwph-gbd.org)