EXECUTIVE DIRECTOR
JOB DESCRIPTION

POSITION SUMMARY
The Executive Director will manage and implement the projects, activities, and services of the Dogpatch & Northwest Potrero Hill Green Benefit District (“GBD”), a newly established nonprofit assessment district in San Francisco. Guided by the GBD’s Management Plan, the Executive Director will oversee and manage the work of contractors and consultants, and report to a 13 member Board of Directors.

GBD Mission
- Clean, maintain, enhance and expand public realm areas in Dogpatch and NW Potrero Hill neighborhoods
- Encourage and support community volunteer efforts
- Promote sound ecological practices with a locally controlled, sustainable and transparent funding structure
- Demonstrate a high-level of transparency and accountability in how GBD funds are spent

RESPONSIBILITIES

Organizational Management and Development
- Lead, motivate, and develop the GBD’s Board to accomplish the GBD’s mission and goals
- Work with the Board to develop an annual work plan and budget based on the city-approved GBD Management Plan
- Maintain compliance with all requirements of federal, state, and local regulatory reporting, with a special emphasis on the Brown Act
- Adhere to the bylaws, internal Board policies, and procedures
- Develop and execute comprehensive communications, branding, & development strategies
- Strengthen relationships with SFDPW, SFMTA, Planning, SFPUC, District 10 Supervisor’s Office and other CCSF agencies and officials

Program Development and Implementation
- Work with the Board to design new program initiatives, ensuring the goals are aligned with the GBD’s overall Management Plan
- Oversee the administration of all GBD program services, including contract negotiations, contract and grant reporting, monitor performance of and ensure timely reporting of services provided by contractors and consultants.
- Engage the services of external legal support and supervise review of GBD contracts with service and capital providers

Community Engagement and “Customer Service”
- Actively manage and improve the GBD website as a communication, accountability and engagement tool
Dogpatch & Northwest Potrero Hill
Green Benefit District (GBD)

- Scope the feasibility in terms of financial and human resources to design and launch a new GBD online tool and mobile app to track service requests and local accountability
- Work with neighborhood groups, stewardship organizations and others to ensure GBD is building upon and enhancing existing capacity and resources.
- Scope, institute and manage a GBD Volunteer Program
- Organize and lead quarterly neighborhood meetings
- Lead outreach to GBD property owners and build an accurate property-owner database
- Manage service contracts to ensure timely reporting of services provided by contractors and consultants
- Advocate for the GBD at City Hall; build strategic relationships

Fiscal Management and Fundraising
- Oversee annual revenues of approximately $500,000 in FY2015/2016
- Prepare the annual budget
- Prepare and publish annual and mid-year reports as required by the City-GBD Agreement
- Authorize timely payment of invoices as well as ensuring timely deposits and transfers
- Working with the Board -- and with external consultants as needed -- develop and implement resource development activities, including event planning, grant writing, cultivation of new and existing donors, and identifying new resources
- Together with Board, seek and maintain a diverse donor base of individual, business, foundation, and government support beyond the annual assessment base

Long-Term Fund Raising

EXPECTATIONS
Start Date: March 2016
Workload: Part to full time. Six month contract to be re-evaluated for potential permanent employment
Compensation: Negotiable; commensurate with experience.
Application Process: Please send a resume and cover letter to admin@dnwph-gbd.org or by mail to:
RE: Executive Director Job Application
1459 18th Street #369
San Francisco, CA 94107

Interviews will begin the week of ..... [tbd]