San Bruno Avenue Business District Corridor Manager  
Job Announcement

About the organization:

The Portola Neighborhood Association (PNA) is a volunteer group of homeowners, renters, merchants, commercial property owners and other community leaders in San Francisco’s Garden District. The PNA has worked to improve the quality of life in the Portola neighborhood for over 10 years. Our mission is to support and foster activity that keeps our neighborhood healthy and vibrant and to partner with businesses along the San Bruno Avenue corridor and promote access to San Francisco city government programs and initiatives. The volunteer PNA Board, which meets monthly, guides PNA subcommittees and fundraising efforts, and maintains the PNA website.

About the position:

The PNA is seeking a full time Corridor Manager (CM), paid as an independent contractor through a grant from the San Francisco Office of Economic & Workforce Development (OEWD), who will be responsible for overseeing business development and community advocacy projects along the San Bruno Avenue Business Corridor. The CM has two primary roles. The first is to work with local business merchants, property owners along the business corridor, and community stakeholders on improving the business community, including assisting individual businesses with referral to city and technical resources, facilitating and managing improvement projects, and developing relationships with commercial property owners, existing businesses and prospective businesses that will help establish organizational capacity for the business community. The second is to work closely with the PNA to leverage and secure city resources.

Job duties listed by importance:

- By walking the corridor and other means of outreach, develop strong relationships with San Bruno Ave property owners and businesses to implement projects and other activities related to economic development (small business development; business attraction; business retention; retail merchandising; marketing; etc.), and serve as the “face” of the PNA and bridge to our neighbors and partners
- Manage day-to-day operation of the PNA office, work with fiscal sponsor to manage organizational budget and oversee grants, contracts, invoices, grant reporting, payments and finances. Creating and archiving all work on the PNAs Google Drive
● Maintain regular communication with merchants and property owners by walking the corridor, holding one-on-one meetings, publishing a monthly newsletter and hosting meetings. Maintain up-to-date directory of contacts on the PNA Google drive.
● Assist existing and new businesses to identify funding opportunities through LSE, S.F. Shine, SBDC and other City partners for improvement projects such as ADA upgrades, installation of security cameras, facade improvements, outdoor seating permits.
● Maintain regular communication w/ District Supervisor and other city agencies on behalf of San Bruno merchants, property owners and the PNA.
● Maintain outcome-tracking database for grant reporting and other uses.
● At PNA Board meetings, share OEWD grant cycle reports and other grant reporting [businesses attracted, jobs created and private/public funds leveraged] to keep the PNA Board informed of progress, work completed, and next steps.
● Other duties as assigned, such as coordinating and managing events/volunteers.

**Required qualifications in order of importance:**

● Undergraduate degree required; graduate degree preferred. A minimum of 3 years of project management experience related to economic development, urban planning and/or community advocacy.
● Excellent written and oral communication skills, including public speaking.
● Experience working with and providing outreach to diverse and non-native speakers of English and merchants, property owners and city and state agencies in an economic development context.
● Experience working with steering committees, volunteers and stakeholders at the neighborhood level.
● Independent Contractor position, 38 hours per week. Flexible hours with some evening and weekend times required. Preference for City of San Francisco residents due to some night and weekend hours.

**Desirable but not required:**

● Bilingual Cantonese speaking is strongly preferred but not required.
● Experience writing and managing City grants, foundation grants and contracts, with a working knowledge of fiscal management and budgeting.
● Experience in project management with government agencies/funding.

**Abilities:**

● Must be capable of moderate physical exertion.
● Must be capable of safely traversing busy sidewalks and experiencing a variety of sights, sounds, and aromas.

With “Hiring Committee May 2020” as your subject line, in a single document, please email cover sheet, resume, and three references to: hello@portolasf.org.