



Dogpatch & Northwest Potrero Hill Green Benefit District (GBD)

FINAL Draft Recommended for Adoption – 02/18/16

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 (the “GBD”), a newly established nonprofit special assessment district located in San Francisco. Guided by the voter-approved GBD Management Plan, the Executive Director will oversee the work of contractors and consultants, interface with green space volunteers and the community at large, and report to a 13-member GBD Board of Directors.

GBD Mission

- Clean, maintain, enhance & expand existing and new sidewalk greenings, street trees, parklets, parks, plazas, gardens & green infrastructure throughout the GBD area
- Encourage & support community volunteer efforts to do the same
- Promote sound ecological practices with a locally controlled, sustainable & transparent funding structure
- Demonstrate the highest level of fiscal transparency & accountability by leveraging state-of-the-art “civic technology” to track greening projects, expenses & service requests.

RESPONSIBILITIES

Organizational Management & Development

- Lead, motivate, & develop the Board to accomplish its mission & goals
- Work with the Board to develop an annual work plan & budget based on the GBD Management Plan
- Ensure compliance with all federal, state, and local regulations, with a special emphasis on the Brown Act
- Advocate for the GBD at City Hall; build strategic relationships with SFDPW, SFMTA, Planning, SFPUC, District 10 Supervisor’s Office and other City & County of San Francisco agencies & officials

Program Development & Implementation

- Oversee the administration of all third party contracts, including all contract negotiations, reporting requirements & future RFPs to ensure cost-efficient & timely deliver of services & capital projects
- Oversee grant reporting as needed
- Engage external legal support and supervise review of GBD contracts with service & capital providers.
- Work with the Board to design new program initiatives aligned with the GBD Management Plan

Community Engagement & “Customer Service”

- Work with existing neighborhood groups & park stewards to enhance & expand existing volunteer efforts
- Lead outreach to individual GBD property owners & build an accurate property-owner database
- Develop & execute a comprehensive communication & branding strategy
- Actively manage & improve the GBD website as a communication, accountability & engagement tool
- Scope the feasibility of launching a GBD mobile app to track service requests & “real time” expenditures
- Together with the Board Chair, co-host neighborhood gatherings to connect new people to the GBD



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Fiscal Management & Fundraising

- Oversee \$500,000 annual revenues that will grow approximately 5-10% per year over the next 10 years
- Prepare the annual budget for approval by the Board
- Prepare & publish annual & 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 external consultants as needed) to develop & implement a fund-raising campaign for specific projects & general operations
- Together with Board, seek & maintain a diverse donor base of individual, business, foundation, and government support beyond the annual assessment base

QUALIFICATIONS:

- Highly motivated self-starter with the ability to work independently in a diverse community of stakeholders
- Strong organizational & project management skills
- Proven track record negotiating & managing contracts with third party service providers
- Proven track record creating & managing budgets
- Background in non-profit financial oversight
- Detail-oriented with impeccable follow-through and accountability
- Strong public speaking & presentation skills.
- Ability to create & implement a comprehensive strategic plan
- Ability to work with members of a diverse Board and leverage their assistance
- Proficient computer skills including MS Word, Excel, Outlook, databases, & Google drive

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 work experience in a non-profit or corporate management role, including negotiating & managing contracts with third party service providers
- Familiarity with San Francisco is a plus

WORK EXPECTATIONS:

- Approximately 30% office & 70% off-site, including some evening community meetings and weekend events.

EXPECTATIONS:

Preferred Start Date: April 2016

Workload: Approx. 70% time contract position with no benefits

Compensation: Negotiable; commensurate with experience.

Application Process: Interviews begin in March