



## **Dogpatch & Northwest Potrero Hill Green Benefit District (GBD) EXECUTIVE DIRECTOR POSITION DESCRIPTION**

### **GBD MISSION STATEMENT**

- Clean, maintain, enhance and expand existing and new sidewalk greenings, street trees, parklets, parks, plazas, gardens and green infrastructure throughout the GBD area
- Encourage and support community volunteer efforts to do the same
- 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, leveraging state-of-the-art “citizen service” technology to track projects, expenses and service requests

### **ROLE DESCRIPTION**

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, and report to a 13-member GBD Board of Directors.

This position is approximately 60% FTE, including some evening community meetings and weekend events. Preferred Start Date: May 2016

### **PRIMARY PROJECT RESPONSIBILITIES**

#### **Organizational Management and Development**

- Lead, motivate, and develop the Board to accomplish its mission and goals, including managing the election process
- Work with the Board to develop an annual work plan and 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 SF Public Works, SFMTA, Planning, SFPUC, SF Recreation and Parks Department, District 10 Supervisor’s Office and other City and County of San Francisco agencies and officials

#### **Program Development and Implementation**

- Oversee the administration of all GBD service and capital third party contracts, including all contract negotiations, reporting requirements and future RFPs, to ensure cost-efficient and timely delivery of services
- Oversee grant reporting as needed
- Engage external legal support and supervise review of GBD contracts with service and capital providers
- Work with the Board to design new program initiatives aligned with the GBD Management Plan
- Monitor baseline service delivery from public agencies to ensure GBD-funded programs are supplemental in nature



### **Community Engagement and “Customer Service”**

- Develop and execute comprehensive communications and branding strategies
- Lead outreach to GBD property owners and build an accurate property-owner database
- Actively manage and improve the GBD website as a communication, accountability and engagement tool
- Scope the feasibility of launching a GBD mobile app to track service requests and “real time” expenditures
- Work with existing neighborhood groups and stewardship organizations to ensure that GBD is enhancing their capacity and resources—not replacing them
- Launch and manage a “GBD Volunteer Program”

### **Fiscal Management and Fundraising**

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

### **PREFERRED MINIMUM QUALIFICATIONS**

- Highly motivated self-starter with the ability to work independently among a diverse community of stakeholders
- Strong organizational and project management skills
- Proven track record negotiating and managing contracts with third party service providers
- Proven track record creating and managing budgets
- Background in nonprofit financial oversight
- Detail-oriented with impeccable follow-through and accountability
- Strong public speaking and presentation skills
- Ability to create and implement a comprehensive strategic plan
- Ability to work with members of a diverse Board to engage their assistance
- Proficient computer skills including MS Word, Excel, Outlook, and 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 nonprofit or corporate management role, including negotiating and managing contracts with third party service providers is very desirable.
- Familiarity with San Francisco is a plus, but not required

### **EQUAL OPPORTUNITY**

The GBD is an equal opportunity employer and does not discriminate on the basis of age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.



### **COMPENSATION AND APPLICATION INFORMATION**

*The GBD offers competitive financial compensation based on experience. Employee status is 1099. Please submit a resume and cover letter to [GBD@schaffercombs.com](mailto:GBD@schaffercombs.com); include your FIRST and LAST name in the subject line.*

Please do not contact the client directly. [Schaffer&Combs](#) is retained by GBD to manage the Executive Director search. Schaffer&Combs solves problems and provides growth solutions for mission-driven organizations.