



# Program Manager

## Build Public

*San Francisco, CA*

### **About Build Public**

Incorporated in 2012, Build Public is a mission-driven 501(c)3 nonprofit venture dedicated to innovating the public placemaking process through creative physical, institutional, and policy design. We are pioneering efforts within our San Francisco community to create, improve and safeguard those spaces that exist in the public realm – our plazas, parks, playgrounds, and neighborhoods.

Build Public is focused on leveraging innovative public-private partnerships to create and deliver: 1) new public open space projects in San Francisco; and 2) robust governance and financing systems for the long-term maintenance and stewardship of such public spaces. The former we call our “Build Public Place” program area; the latter is our growing “Build Public Stewardship” program area, which includes our Green Benefit District projects.

### **About the Position**

This is an exciting opportunity to engage in civic entrepreneurship for both immediate and long term impact. Build Public is seeking a new Program Manager to take on existing and new “Build Public Stewardship” projects, involving the development of innovative small-scale governance and financing systems to effectively maintain and steward public open spaces in San Francisco.

The Stewardship Program Manager will be responsible for growing Build Public’s Green Benefit District (GBD) program, consulting for the Dogpatch & Northwest Potrero Hill GBD as needed. The Program Manager will also guide the establishment of two new Community Facilities Districts (CFDs) in association with two of our San Francisco public plaza projects: Eagle Plaza and Oak Plaza. Additionally, with initial guidance from Build Public’s Executive Director and Strategic Advisor, the Program Manager is expected to grow the Build Public Stewardship program area by continually exploring new GBD and CFD creation opportunities.

The ideal candidate is a self-starter wanting to enter a fast-paced and dynamic entrepreneurial environment, who has a strong interest in governance systems, public infrastructure financing mechanisms, and innovative ways to improve the long-term maintenance and stewardship of San Francisco’s public spaces. S/he has prior professional experience managing complex projects with minimal supervision or direction, taking ownership of a project and proactively problem-solving. In this externally facing community engagement role, the ability to campaign and effectively communicate with a diverse set of stakeholders is critical.



### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university, preferably in planning, business, nonprofit management, or related field. Graduate degree a plus.
- Strong interest in being an integral part of a fast-paced startup environment; ability to self-direct and proactively problem-solve; flexibility and adaptability as project objectives and processes evolve over time; strong desire to learn.
- Professional project management experience involving coordination of multiple parties and complex schedules, in the fields of real estate development, urban planning, public policy, economic development, construction, architecture/design or related industries.
- Strong organizational and project management skills.
- Strong written and verbal communication skills - must be an excellent writer, and must be able to clearly articulate verbally, both internally and externally to community members and clients; strong public speaking and presentation skills.
- Strong quantitative analytical skills - proficiency in Microsoft Excel and/or other tools for creating and managing project budgets and timelines, proforma and rate analyses, etc. Ability to learn new quantitative skills quickly.
- Familiarity with the concept of property-based financing districts, such as Community Facilities Districts (a.k.a. Mello-Roos Districts) and Business Improvement Districts (and their San Francisco analogs: Community Benefit Districts and Green Benefit Districts).
- An entrepreneurial and open-minded attitude, and a strong eagerness to learn.

### **Preferred Qualifications:**

- Master's degree in urban planning, public policy, political science, business, real estate, civil engineering, or landscape architecture
- Experience building and executing proformas in Excel
- Experience organizing and/or leading community workshops/charrettes
- Experience working in or with nonprofits
- Familiarity with: Google for Office products (email, calendar, docs, sheets), Adobe Creative Suite (especially Photoshop, Illustrator, InDesign), Squarespace website design
- Familiarity with San Francisco - geography, urban planning issues, politics

### **To Apply:**

We have retained Schaffer&Combs, a certified B Corporation, to support this high priority search. In order to apply, please email [BuildPublic@schaffercombs.com](mailto:BuildPublic@schaffercombs.com) with:

- Resume
- Thoughtful cover letter, indicating why you are the right fit for Build Public and this Program Manager position

Please include your name, the title for this position, and the company name ("Your name – Program Manager - Build Public") in the subject line of your email. Please refrain from contacting Build Public directly; all inquiries should be directed to Schaffer&Combs. We will be accepting applications on a rolling basis.