



Title: Executive Director

Location: Hybrid

Salary: \$125-140k

Hours: Full-Time

Exempt Status: Exempt

Benefits: Eligible

About The Organization

The mission of the Dogpatch & Northwest Potrero Hill Green Benefit District (DNWPH GBD) is to use the power of local funding and governance, advocacy, and volunteerism to create and care for green, resilient, and vibrant urban spaces. We consistently work to nurture our community through urban greening and augment baseline City services like sidewalk cleaning, graffiti abatement, and trash removal to create vibrant green spaces in our formerly industrial neighborhoods.

Job Summary

Our Green Benefit District is seeking a dynamic and enthusiastic Executive Director who will partner with the Board to accomplish the goals and objectives of the organization and continue pushing for opportunities to improve our communities. The ED is core to the strategy and execution of the GBD's programming and works closely with a 15-person volunteer board of elected community members. The GBD's charter is active through the summer of 2025; the Board is planning a renewal campaign to encourage property owners to vote in favor of sustaining the GBD for future years. The incoming ED would be actively involved in the strategy and campaign for the renewal election; this is an exciting and significant opportunity for the GBD in the coming years.

Essential Responsibilities

Maintenance and Capital Projects

- Plan the cadence of capital projects based on need, opportunity, funding, material availability, and geographic distribution in Dogpatch and NW Potrero Hill
- Closely manage and track status of all capital projects from start to completion
- Engage the appropriate resources and acquire the necessary permits/permissions for project completion to be in compliance with the GBD charter, Agreement with Public Works, and SF City codes
- Oversee consultants, contractors, and subcontractors to ensure timeliness and quality of work
- Develop maintenance plan for all completed projects; prioritize and coordinate upgrades and repair work with contractors
- Fundraising and grant writing for capital projects

Administration and Management

- Engage and partner with district organizations - Dogpatch Neighborhood Association, Potrero Dogpatch Merchants Association, Potrero Boosters, Dogpatch Business Association, etc.



- Create GBD print communications to district property owners, invitations, and notices as needed as well as letters of acknowledgment to donors
- Develop and actively manage the annual budget; investigate and report over- or under-spending with the support of the Board Treasurer and Bookkeeper
- Oversee Administration Manager, bookkeeper and accountant
- Create and disseminate the Annual Report
- Responsible for annual reporting and documentation management for taxes, business registration, agreements with city and state government agencies, lease documents, grant agreements, etc.
- Document and respond to constituent inquiries, complaints, suggestions

Board Engagement

- Produce board packets that include financial summaries, a comprehensive project dashboard and other materials to inform discussion and decision making
- Ensure Board and Executive Committee meetings are scheduled and noticed
- Monitor compliance with the Brown Act and other guidelines required by state and local codes and statutes and by the GBD's governing agreement
- Manage the annual directors' election by working with the board on candidate recruitment and sign-up, election materials and mailing, and indoctrination of newly elected candidates

Community Engagement

- Oversee website updates and digital news blasts capturing changes, updates, and additions to reflect GBD developments.
- Work with board members on planning special events - venues, promotion, financing, etc. - to keep in line with GBD branding, vision, and budget
- Represent the GBD at City proceedings and community meetings and effectively communicate the organization's mission and vision to the broader public
- Maintain the GBD calendar to include public meetings and community events

Qualifications

- Strategic thinker and creative problem solver that can collaborate with a diverse community of stakeholders
- Experience directly engaging with city projects, administrative offices, and staff (preferably in San Francisco) and managing community-level programming
- Ability to work with members of a diverse Board — ideally nonprofit — and engage their support
- Proven track record of developing, managing, and analyzing budgets
- Negotiating and managing contracts with third-party service providers
- Strong organizational and project management skills
- Detail--oriented with impeccable follow- through and accountability
- Strong communication skills including public speaking, presentation and facilitation, with the ability to build consensus
- Proficient computer skills including Microsoft Office Suite and Google Drive
- Preferred: Marketing experience, campaign experience, and a current resident of San Francisco



Physical Requirements

Since this position is primarily desk-based, the physical demands are standard but do require long periods of computer screen time. The candidate must be willing to travel within the San Francisco area to meet with the appropriate partners and visit the GBD sites.

This job description may not describe the only duties to be performed by this employee. The position may change over time according to the organization's needs and leadership decisions.