



Title: Executive Director

Location: Hybrid

Salary: \$125-140k

Hours: Full-Time

Exempt Status: Exempt

Benefits: Eligible

Do you have a passion for creating vibrant and green urban spaces? Do you enjoy engaging with diverse stakeholders to accomplish ambitious goals? If so, come work with us! The Dogpatch & Northwest Potrero Hill Green Benefit District (GBD) is seeking a highly motivated and organized Executive Director to lead our organization and we'd love to hear from you.

As the Executive Director, you will work closely with a 15-person volunteer board to execute the GBD's programming and continue to advocate for opportunities to improve our communities. You will be core to the strategy and execution of the GBD's maintenance and capital projects, administration and management, board engagement, and community engagement. The Board is also planning a renewal campaign to encourage property owners to vote to sustain the GBD beyond its current charter (active through mid-2025); this will be a new and significant opportunity for our incoming ED to help lead.

In this exciting and dynamic role, you will:

- Oversee the maintenance and capital projects of the GBD's green spaces, including coordinating with contractors, partnering with city district personnel, and acquiring necessary permits/permissions for project completion.
- Engage local neighborhood organizations and community members on projects and events and lead external communications with these constituents (annual reports, newsletters, etc.).
- Engage the board, including preparing agendas for monthly meetings, ensuring compliance with local and state codes, and managing the annual directors' election.
- Manage the budget, apply for select grants, and oversee admin and accounting staff.
- Be actively involved in the strategy and campaign for the GBD's renewal election.

Qualifications:

- A highly motivated self-starter who can work independently amidst diverse stakeholders
- Experience directly engaging with city projects and managing community-level programming, preferably in San Francisco
- Proven track record of negotiating and managing contracts with third-party service providers
- Strong organizational and project management skills, including experience creating and managing budgets and facilitating productive meetings
- Detail-oriented with impeccable follow-through and accountability
- Strong public speaking and presentation skills
- Proven ability to solve problems and build consensus
- Proficient computer skills
- Preferred: Marketing experience, campaign experience, a current resident of San Francisco



Physical Requirements:

- Primarily desk-based, but requires long periods of computer screen time
- Must be willing to travel within the San Francisco area

If you are a dynamic and enthusiastic individual who shares our mission of creating and caring for green, resilient, and vibrant urban spaces, we encourage you to apply for this exciting opportunity!

We know not all strong candidates will have every skill we list. That's OK. Research shows that women and people of color are less likely to apply for a position if they don't meet all the listed skills. So if your past experience doesn't align perfectly, but you know this is the role for you – please let us know!