



COMMUNITY ENGAGEMENT & PARTNERSHIPS MANAGER PARK PARTNERS

FULL-TIME, EXEMPT POSITION

Position Description:

The Parks Alliance seeks a skilled Community Engagement & Partnerships (CEP) Manager with project management, grant management, and accounting or bookkeeping experience. The Community Engagement & Partnerships Manager manages a portfolio of Park Partner projects, driving and contributing to the Parks Alliance and City processes to ensure successful delivery under the direction of the Director of Community Engagement & Partnerships. The CEP Manager is responsible for ensuring compliance with the Park Partner processes to ensure maximum efficiency, provide day-to-day finance and grant tracking, and deliver general Park Partner support.

The ideal candidate will have experience working in a fast-paced environment completing detail-oriented financial and grant tracking, contract fulfillment, and organizational development. In addition, the candidate will have experience in a non-profit or mission driven setting and should have interest in improving San Francisco's open space. Interest and experience in park development, urban agriculture, and neighborhood beautification are highly desired. The position requires regular evening and weekend work to support Park Partner groups. Priority will be given to San Francisco residents who are familiar with San Francisco's political landscape and neighborhood groups.

Responsibilities may include, but are not limited to:

- Assist Park Partner groups with community organizing, outreach, and project development.
- Evaluate and process requests for disbursements of funds and ensure that they align with project budgets.
- Manage Park Partner Grants - Track expenses with grant budget, submit and track grant reimbursements, track grant timeline, provide financial reports for grantor, etc.
- Maintain accuracy of contacts and finances in Raiser's Edge and Financial Edge.
- Respond to and resolve Park Partner inquiries regarding financial reports, gift processing, insurance and other needs.
- Generate contracts and agreements for Park Partner groups to build their projects.
- Generate reports in Raiser's Edge and Financial Edge and review them for accuracy.
- Contribute to ongoing development of Park Partner Program.
- Communicate with Development staff to ensure the accuracy of gift processing and recording.
- Maintain hard copy and electronic files.
- Represent the Parks Alliance at Park Partner evening and weekend events as needed.
- Support Director of CEP as needed.

Skills Required

- Highly detail oriented, with excellent organizational skills
- Good written and oral communication skills
- Solid computer skills, especially Excel and financial software such as Financial and Raiser's Edge
- Knowledge of budget development and tracking

- Ability to work independently, follow organizational procedures and perform under deadlines
- Presentation and speaking skills to represent the Parks Alliance at community and park events
- Self-directed, with the ability to prioritize multiple tasks
- Strong time management skills
- Outgoing personality and willingness to be flexible with duties and priorities is desired

Experience Preferred:

- At minimum, 2+ years of related experience.

Education

- Bachelor's degree in related discipline or equivalent experience. Preference is given to applicants with substantial experience in the duties stated.

Behavioral Competencies:

- Building Collaborative Relationships and Teamwork
- Attention to Detail
- Initiative and Follow-through
- Professional Judgment
- Clear Communication
- Flexibility
- Interpersonal Skills
- Results-Oriented
- Environmental and Civic Stewardship
- Continuous Learning

Compensation:

This is a full-time, salaried, exempt position reporting directly to the Director of CEP, with generous vacation and sick time policies, and participation in a 401(k) plan. San Francisco Parks Alliance is an Equal Opportunity Employer. People of color and other minorities are strongly encouraged to apply.

To apply: Submit a cover letter and resume or cv to jobs@sfparksalliance.org with '[last name] PARK PARTNERS PROJECT MANAGER' in the subject line. Applications should be submitted in Word or PDF format. In your cover letter, please indicate how you learned about this opportunity. Applications will be reviewed in an ongoing basis and only short-list candidates will be contacted. No phone inquiries please.

About San Francisco the Parks Alliance (The Parks Alliance):

The mission of the Parks Alliance is to inspire and promote civic engagement and philanthropy to protect, sustain, and enrich San Francisco parks, recreation, and green open spaces. The Parks Alliance is dedicated to fulfilling a vision that acknowledges and supports the critical environmental functions parks serve while striving to ensure that they are accessible, beautiful, safe, clean, fun, and managed in a manner that makes them accountable, open, and welcoming to all.

The Parks Alliance engages the private sector in *Philanthropy* to support park improvements that strategically complement public investments. In 2016, the Parks Alliance embarked on a *Playgrounds Capital Campaign*, in partnership with Recreation and Parks Department, to renovate 13 playgrounds across the City. Inclusive *Policy and Education* is an essential part of the Parks Alliance's mission. The Parks Alliance seeks to enhance public participation in the challenges and opportunities facing our park system and to grow our network of park supporters. The Parks Alliance partners with multiple government agencies including the Recreation and Parks Department, Port of San Francisco, Planning Department, and the Department of Public Works, as well as the Mayor, the Board of Supervisors, and other elected and appointed officials. The Community Engagement and Partnerships department houses all of our programs. The Parks Alliance serves as the fiscal sponsor for more than 100 community-based groups - a wide array of community organizations engaging in park improvement projects and programming that activates our park system. CEP also includes the *Blue Greenway*, our vision for the new waterfront emerging from AT&T Park all the way south to Candlestick Point.

The Parks Alliance has an annual budget of \$14 million, including a \$3 million core operating budget and approximately \$11 million in Park Partner activities. It has healthy reserves, and earns Charity Navigator's top rating among nonprofits for efficiency and transparency. The Parks Alliance has a paid staff of 19, a Board of 21 civic leaders, an advisory Parks Policy Council of 24 community leaders, and thousands of volunteers.