



COMMUNITY ENGAGEMENT AND PARTNERSHIPS PROJECT MANAGER - GROUNDPLAY

FULL-TIME, EXEMPT POSITION

Position Description:

SFPA seeks a skilled *Project Manager* to join our Community Engagement and Partnerships (CEP) team, to focus on managing Park Partner programs, and Groundplay a joint partnership with the SF Planning department. CEP is responsible for the programs of the Parks Alliance. CEP uses community engagement to transform, beautify & steward the city's open spaces. This role will act as the primary contact for upwards of 10-15 fiscally sponsored groups, known as 'Park Partners', helping them with overall fiscal, project, grant and construction management.

Responsibilities for Park Partners may include, but are not limited to (50%):

- Assist Park Partner groups with community organizing, outreach, and project development.
- Generate contracts and agreements for Park Partner groups to build their projects. Oversee contract implementation and compliance in coordination with groups.
- Manage Park Partner Grants - Track expenses with grant budget, submit and track grant reimbursements, track grant timeline, provide financial reports for grantor, etc. On average, project managers are responsible for about 20 simultaneous grants.
- Act as the liaison between community groups and various City Agencies/ land owners
- Act as the liaison between community groups and funders. Most Park Partners receive a majority of funding through City administered grants.
- Evaluate and process requests for disbursements of funds and ensure that they align with project budgets.
- Respond to and resolve Park Partner inquiries regarding financial reports, gift processing, insurance and other needs.
- Contribute to ongoing development of Park Partner Program.
- Maintain hard copy and electronic files.
- Represent SF Parks Alliance at Park Partner evening and weekend events as needed.
- Support Director of CEP as needed.

Description and Responsibilities for Groundplay (50%)

The goal of the Groundplay program is to transform unused sites into thriving, community-managed public open space. Groundplay is a program of the Planning department, which partners with the Parks Alliance for community engagement and fiscal sponsorship, in addition to other city agencies and elected officials to complete innovative projects that push boundaries of open space use. The Project Manager is the point of contact for members of the general public, and will assist community groups in developing and stewarding Groundplay projects. The Manager serves as primary liaison between community members and relevant City department staff.

Program administration

Admin/ Finances

- Manage budgets for all projects within the Groundplay program
- Review and process incoming purchasing requests
- Invoice all payments to Groundplay grantor-SF Planning

Grants

- Track progress and reporting dates for Planning Department Grant Agreement
- Seek out grant opportunities for Groundplay as appropriate

Program Partnership Management

DUTIES:

- Serve as Partnership Manager and the “go to” person for Groundplay Park Partners groups.
- Assist Groundplay groups as they work with city agencies as needed
- Attend Groundplay community meetings as needed
- Maintain database of Groundplay projects sites for partnership activities including community contacts, project participants, and volunteers.
- Create annual work plan with grantor (SF Planning)
- Other duties as needed.

Marketing and Public Relations

DUTIES:

- Help Groundplay Park Partners manage all online communications through social media as needed. Ensure that all online and printed information is correct, consistent, and up to date
- Publicize Groundplay groups’ ground breakings, grand openings, work days, and other important events to SFPA’s membership and contact list. Forward event information to Planning communications staff for distribution through Planning channels, as well as Supervisors to send through their lists
- Promote and heighten visibility of Groundplay program through occasional public presentations at educational institutions, conferences, regional & City meetings, etc.

Skills Required

The ideal candidate will have experience working in a fast-paced environment completing detail-oriented financial and grant tracking, contract fulfillment, and construction project management. 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 and neighborhood beautification are highly desired. The position requires regular evening and weekend work to support Park Partner groups. Familiarity with San Francisco’s political landscape and neighborhood groups is a plus. Experience in project management; community organizing; collaborating with diverse stakeholders; volunteer activation and supervision; and be an analytical thinker and effective problem solver. Strong communication, presentation, and people skills are essential.

- 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
- Self-directed, with the ability to prioritize multiple tasks
- Strong time management skills

Experience Preferred:

- At minimum, 4+ years of related experience
- Construction management experience
- Grant or budget management experience

Education

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

Logistics & Details

Compensation: Highly competitive salary with generous vacation, 401(k) and a collegial working environment. This is a full-time salaried exempt position reporting directly to the Director of CEP. The Parks Alliance is an Equal Opportunity Employer. People of color and military veterans are strongly encouraged to apply.

To apply: Submit a cover letter and resume or cv to jobs@sfparksalliance.org with '[last name] GROUNDPLAY 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 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 accomplishes this mission through three primary areas of focus, Philanthropy, Advocacy, and Partnerships, in tandem with city government and local community groups.

Philanthropy: The Parks Alliance raises public awareness and funding for park improvements, projects, and initiatives that strategically complement public investments. This includes fundraising through capital improvement projects such as the Let'sPlaySF! campaign to renovate 13 playgrounds across the City, as well as the annual Party for the Parks gala that benefits the joint efforts of the Parks Alliance and Rec and Park Department.

Advocacy: The Parks Alliance works to enhance opportunities for public participation in the challenges and opportunities facing our park system. The organization partners with multiple government agencies including the Recreation and Parks Department, Port of San Francisco, and SF Public Works, as well as the Mayor, the Board of Supervisors, and other elected and appointed officials to facilitate and problem-solve around park and open space projects throughout San Francisco. The Parks Alliance is also advised by a volunteer board of Park Policy Council members, who represent all districts of San Francisco.

Community Engagement and Partnerships: The Parks Alliance provides a scope of services and consulting for more than 100 Park Partner groups, a wide array of community organizations throughout San Francisco, engaging in park improvement projects and programming that activate our park and open space system.

The Parks Alliance has an annual budget of \$14 million, including a \$2.5 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 13, a Board of 24 civic leaders, an advisory Parks Policy Council of 22 community leaders, and thousands of volunteers.