



POLICY MANAGER

Full-Time, Exempt Position

POSITION SUMMARY:

The Parks Alliance seeks a passionate park advocate with extensive community engagement skills who will coordinate park policy through outreach, advocacy, research, and analysis, ensuring that City and County agencies are coordinated and aligned with best practices in their approaches to creating, maintaining, supporting and programming public open spaces. The Policy Manager will serve as the staff lead for the all-volunteer Park Policy Council and policy-related community outreach.

The Policy Manager will work under the direction of the Director of External Affairs. Participation on task forces, working groups and other planning efforts will be combined with attending and testifying at public meetings, leading policy conversations with park users and connecting the Parks Alliance board's Policy Committee to the work of the Policy Council. Further, this role will align the issues, challenges and successes of the stewardship and activation efforts of SFPA with advocacy and policy work to ensure the organization remains nimble, strategic and community-based when taking public positions on behalf of parks and park users.

The Policy Manager will take the lead on:

- Implementation planning for the Recreation and Open Space Element of the City's General Plan;
- Developing an annual legislative and advocacy agenda for the organization to execute;
- Researching and recommending Parks Alliance legislative positions and advocacy strategy;
- Staffing the Board's Policy Committee;
- Staffing the monthly Policy Council meetings.

POSITION REQUIREMENTS:

The Parks Alliance seeks an accomplished individual with a strong background in project management, community engagement and meeting facilitation, planning and policy development, public speaking, and advocacy. The Policy Manager should be familiar with San Francisco neighborhoods and the local political landscape, have a deep personal commitment to San Francisco and familiarity with non-profit culture.

The ideal candidate will have at least three years experience in a non-profit setting with a program coordination role (or equivalent). Experience with managing outreach and/or public advocacy programs in diverse communities, staff oversight, and meeting facilitation. The Policy Manager should be an analytical thinker and problem solver, be an excellent writer with experience in report preparation, budget development, and production of public education materials.

DUTIES:

Policy & Planning, 80% Time

- Working with the Director of External Affairs, Chief Executive Officer, Board of Directors, Park Policy Council and Program Staff, the Policy Manager will:
 - Manage partnership with Planning Department and Recreation and Park Department to develop an implementation plan for the Recreation and Open Space Element of the City's General Plan;
 - Coordinate all aspects of the Park Policy Council; recruitment, meeting execution, issue research, follow up and report preparation.
 - Recruit and supervise a Policy Intern to assist with Policy Council meeting logistics and other tasks;

- Facilitate policy/position development through the Park Policy Council, stakeholder engagement, and best practice research
- Testify at and attend public hearings, public meetings, community task forces, and meetings with officials on neighborhood park issues and open space issues
- Track development of park issues for existing park system, engage and propose solutions; implement in conjunction with park users, NGO's and the Recreation and Parks Department
- Prepare research and issue briefs for dissemination to the public and park advocates
- Collaborate with the Community Engagement and Partnerships team to engage volunteers and Park Partner organizations in Parks Alliance advocacy activities
- Other duties as assigned

Support Special Projects and Events, 10% time

- Manage and staff special events such as meetings and workshops
- Support Parks Alliance outreach and communication, including website and newsletter content
- Support or oversee special projects as requested

Support Resource Development Related to Policy & Planning, 10% time

- Contribute to grant applications, reports and other fundraising activities as requested

SKILLS & EXPERIENCE:

- Experience with community organizing, open space policy and planning is a must
- Experience with traditional and innovative community engagement, public meetings and outreach; strong facilitation skills
- Experience with program and project management, and strategic planning
- Comfort and experience with public speaking
- Self-directed, highly detail oriented, with excellent organizational skills
- Good written and oral communication skills
- Outgoing personality and willingness to be flexible with duties and priorities is a must
- Ability to work with team
- Bachelor's degree in Nonprofit Management, Planning, Political Science, or anything related is required but a Graduate degree is preferred
- Minimum three years experience or equivalent in a non-profit setting focused on the environment, public policy, community organizing, community outreach or similar field
- Minimum 1 years in a program management capacity
- Solid knowledge of Microsoft Office (Word, Excel, and PowerPoint) and Adobe Acrobat is a must. Knowledge of other Adobe products is a plus
- Priority will be given to San Francisco residents who are familiar with San Francisco's political landscape and neighborhood groups
- Valid CA Driver's License required

BEHAVIORAL COMPETENCIES:

- Interpersonal Skills
- Attention to Communication
- Building Collaborative Relationships
- Strategic Thinking
- Results-Oriented
- Environmental and Civic Stewardship
- Continuous Learning

To apply, please email your cover letter and resume to jobs@sfparksalliance.org in a single PDF document with "Policy Manager (last name)" in the subject title.

This is a full-time exempt position reporting directly to the Director of Policy & Communications, with generous vacation and sick time policies, and participation in 125 Cafeteria and 401(k) plans. San Francisco Parks Alliance is an Equal Opportunity Employer. People of color and other minorities are strongly encouraged to apply.