



1663 Mission Street, Suite 320
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Southeast Area Manager - Programs Team Full-Time, Exempt

Organization:

We. Love. Parks. At the SF Parks Alliance, we work with more than 200 partner organizations, city agencies, and everyday citizens to ensure that our treasured city parks and green open spaces thrive in communities throughout San Francisco. As we expand to serve even more parks and people, we are seeking a someone with familiarity and experience building and cultivating community partners to join our team! If you're creative, forward thinking, fun, enthusiastic, and interested in helping shape the future of parks in San Francisco, let's talk. We are a fun, communicative staff that thrives on teamwork, humor, and a passion to create new opportunities and outcomes for our Partner network in San Francisco.

Position Summary:

The Southeast (SE) Area Manager manages the Blue Greenway/SE waterfront development process, a multi-agency open space project for the purposes of:

- Establishing new open spaces, providing public access through the implementation of the SF Bay Trail, the SF Bay Water Trail, and green corridors to adjacent neighborhoods; and
- Creating new recreational opportunities and green infrastructure, supporting stewardship, and advocating for full waterfront access as an element of all planning and development processes throughout southeastern San Francisco.

This includes collaborating with existing SFPA Partners, community/neighborhood groups, the City, developers and other stakeholders to drive project outcomes reflecting broader community needs, goals and aspirations.

The Southeast Area Manager is responsible for ensuring that fiscally sponsored Partners in the City's SE quadrant receive support and assistance as defined by their Partner Service Type. This may include grant management, budget coordination, assisting with project planning and working with Partners to determine how best to address their unique needs. Partner input and collaboration is vital to successfully manage the Blue Greenway development process, ensuring an authentic community voice and an equity lens to inform progress.

Summary of Essential Job Functions:

70% - Southeast Waterfront Specific Work

- Grant Management/Budgeting
 - Responsible for developing a plan for budget expenditures for Blue Greenway grants.
- Community Outreach/ Event Management
 - Responsible for creating five (one each) SFPA branded events, with Bayview based community organizations, agencies, and institutions.
 - Two community (bus/bike) tours of the southeast waterfront with targeted audiences.
 - Attendance at monthly Bayview Environmental Justice Task Force and Bayview Parks Collaborative Meetings.
- Policy & Advocacy
 - Develop and implement a policy and advocacy strategy under the direction of the Director of Programs and provide monthly reporting of relevant local agency policy activity along the southeast waterfront.
 - Attend formal agency and public meetings, and conduct regular staff level meetings with the following agencies: BCDC, ABAG, SF Port, State Parks, SFPUC, OEWD, MOHCD, US Navy, and the Citizen Advisory Committees for Mission Bay and Bayview Hunters Point/Shipyard.
- Stakeholder Outreach
 - Develop and cultivate relationships at the staff level through regular meetings, events and sponsorship collaborations with key site stakeholders along the southeast waterfront, including large private, non-profit, and public landowners and stewards.
 - Manage relationships with key stakeholders in support of the southeast India Basin Open Space development.
- Communications
 - Management of the Blue Greenway website, such as weekly calendar updates and content updates.
 - Create and distribute a quarterly e-newsletter to Blue Greenway constituents.
 - Provide talking points to the SFPA leadership team as needed, when media requests require comment on southeast waterfront activities

30% - Fiscally Sponsored Partner Outreach

- Serve as the primary liaison for all Partners in the assigned geographic area, assisting with their grant reporting processes as needed.

- Identify area Partner capacity needs and collaborate with the Associate Director of Partner Experience to facilitate project implementation.
- Seek out and make contact with new community groups that might benefit from SFPA's Fiscal Sponsorship program and connect them to the Director of Programs.
- Assist Partners with project-specific planning efforts, including project growth, project completion, and maintenance plans.
- Initiate contact with potential organization-wide donor opportunities based on area location.
- Maintain Partner information utilizing the organization's existing data management system(s) to regularly input and track all grant information, contact information, updates on recent agency interactions, donor recognition plans and project plans.
- Responsible for building and cultivating staff level relationships with San Francisco Supervisors, City staff, and decision-makers on behalf of Partners.

Supervision Received:

The Area Manager reports directly to the Associate Director of Partner Experience. Semi-annual reviews will be held with the Associate Director to review the Area Manager's performance, with participation from the Director of Programs.

Supervision Exercised:

As needed, and with work plan approval from the Associate Director of Partner Experience, the Area Manager will engage interns to assist with Blue Greenway communications, events and community outreach work.

Experience and Qualifications:

Experience and demonstrated success in a non-profit organization, including:

- Cultural competency with underserved communities and addressing issues of equity and diversity, and a passion for social justice
- "On the ground" experience working in historically underserved communities on issues of social change, social equity, and community building
- Minimum educational attainment required is a Bachelor's degree or a combination of relevant work experience and an Associates degree
- A minimum of 2 years of experience in program and grant management is preferred
- Experience and comfort working in a small department where delegation and hands-on participation are needed to support the organizational goals
- Excellent writing and editing and oral presentation skills
- Diplomacy in managing relationships with diverse stakeholders
- Commitment to SFPA's vision, mission, and values
- A proactive customer service orientation in managing Partner relationships
- Familiarity with Google and Microsoft Office products

Occasional late evenings and weekend work will be required, particularly when participating in community meetings or attending public hearings. This role will deal with confidential staff information and/or issues requiring discretion and judgment.

SF Parks Alliance offers a competitive salary, commensurate with experience and skills, and a comprehensive benefits package that includes a generous vacation policy, medical, dental, vision, chiropractic/acupuncture, commuter benefits, a flexible spending account, Basic Life/AD&D insurance, and an employer 410(k) match program.

SFPA is an equal opportunity employer and welcomes candidates of diverse backgrounds and life experiences.

Applying for the Position:

Please submit an email to "jobs@sfparksalliance.org" with your full name and the position title in the subject line. Please include your resume and a tailored cover letter which includes your salary requirement. You are welcome to submit any other information you would like us to consider with your application (please limit to 2 additional items).

Expectations:

Passion for parks, playgrounds, public spaces, and the natural world and for bringing park-related experiences to the public.

A high commitment to learning about San Francisco parks and open spaces.

Able to think strategically, keeping the big picture and broad institutional objectives in mind, while also being detail and analysis oriented.

Demonstrates emotional intelligence and self-awareness, inspires confidence and trust, and welcomes feedback.

Highly collaborative and a team player able to motivate and work with staff and Partners and work cross-functionally between SFPA departments.

Exercises initiative to identify and solve problems with drive, flexibility, resourcefulness, and creativity.

Able to work well under pressure and adapt easily to changing situations and priorities, while exercising good judgment and staying focused on overarching goals.

Able to interact in an effective, tactful and professional manner internally, externally and with the public at large, and responds graciously and promptly to the needs and requests of others.

Dedicated and ambitious to achieve organizational success and willingness to pitch in and go the extra mile when needed.

Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for extended periods of time.

Must be able to climb a flight of stairs and lift/carry up to 25 pounds.