

## Public Space Initiative Project Manager

### About the Organization:

We. Love. Parks. At the SF Parks Alliance (“SFPA”), we work with more than 200 partner organizations, city agencies, and everyday citizens to ensure that our treasured city parks and public open spaces thrive in communities throughout San Francisco. As we expand to serve even more parks and people, we are seeking someone with experience building and cultivating community partners to join our team. If you’re creative, forward thinking, enthusiastic, and interested in helping shape the future of parks and public open spaces 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.

### About the Position:

The Pilot Projects Manager for San Francisco’s new [Public Space Initiative](#) will primarily support the work of [Place Lab](#), an internal project of the SFPA. Responsible initially for targeted community engagement, fieldwork, and fund development relating to the growth of the Public Space Initiative, the ideal candidate will have significant experience in urban planning, community building and working in complex multi-player partnerships with local government agencies, neighborhood stakeholders and other organizations and entities.

This is an exciting opportunity to engage in civic entrepreneurship for both immediate and long-term impact. The position is based in the San Francisco Parks Alliance Office.

### Immediate Job Functions:

- Fieldwork
  - Developing & administering multiple public space rapid assessments
  - Public space improvement design & execution
  - Inspections & benchmarking progress
  - Vendor relations
- Community Building
  - Building collaborative community, city & partner teams
  - Leading public workshops
  - Cultivating productive community relationships
- Fund Development and Management
  - Grant writing and reporting

- Budget and timeline creation and management

**Long-Term Job Functions:**

- Assist with managing and growing Place Lab’s portfolio of creative place-making projects, involving the creation of new public open spaces, long-term public space stewardship institutions, and other public realm improvement projects via public-private partnerships with City agencies, community groups, and real estate developers.

**Minimum Qualifications:**

- Bachelor’s degree from an accredited college or university, preferably in urban planning, urban design, political science, communications, or related field.
- Experience in fast-paced and/or startup environment; ability to self-direct and proactively problem-solve; flexibility and adaptability as project objectives and processes evolve over time; strong desire to learn.
- Professional project management experience in development and leadership of project timelines, budgets, invoicing, contracts, meeting coordination and summarization, and regular coordination with diverse array of partners and stakeholders.
- Strong verbal and written communication skills including public speaking and presentation to a variety of stakeholders
- Strong quantitative analytical skills - proficiency in Microsoft Excel and/or other tools for creating and managing project budgets and timelines, proforma and rate analyses, etc. Ability to learn new quantitative skills quickly.
- A high commitment to learning about San Francisco parks and open spaces.

**Preferred Qualifications:**

- Master’s degree in urban planning, landscape architecture, real estate, public policy, political science, business or related field.
- Experience with SF geography, public realm issues & city government partnership work including managing grants and contracts
- Vendor relations management
- Experience administering & analyzing community intercept (i.e. in-person) surveys.
- Experience organizing and leading community workshops / charrettes.
- Experience in public open space programming and activation.
- Experience working in or with nonprofits.
- Familiarity with: Google for Office products, Adobe Creative Suite (especially Photoshop, Illustrator, InDesign), Squarespace website design.
- Administration of grants, including reporting, tracking, and management of subconsultants.



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- Familiarity with design and real estate development process, including collaboration with design and engineering consultants and coordination of design review, permitting, and approvals with City agencies.
- Graphic design skills for development of collateral materials for presentations and meetings (design packages, websites, etc.).
- Facility with and articulation of SFPA strategies regarding public open space creation, stewardship, programming and activation.

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.

**How to Apply:**

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).