

Southwest Area Manager

Full-Time, Exempt

Organization:

At the SF Parks Alliance, we work with more than 200 Partner organizations, City agencies, and everyday citizens to ensure our treasured parks and public spaces thrive in neighborhoods throughout San Francisco. To ensure their quality and vitality, we seek someone with commitment 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 and public spaces in San Francisco, let's talk. We are a committed and communicative staff that thrives on passion, teamwork, and humor to create new opportunities and outcomes with our Partner network and stakeholders.

Position Summary:

The Southwest Area Manager position manages SF Park Alliance Partners (fiscally-sponsored groups) and performs ongoing programmatic work for the area of the city located south of Golden Gate Park and west of Highway 101. It includes San Francisco's most iconic neighborhoods (Mission, Castro, Noe Valley, Sunset, Ingleside, Portola, Bernal Heights) and landmarks, such as Sutro Forest, John McLaren Park, and Lake Merced. The position involves collaborating with existing SF Parks Alliance Partners, community/neighborhood groups, City departments, real estate developers, funders and other stakeholders to advance public space projects and activities that reflect broader community needs, goals and aspirations.

The Southwest Area Manager ensures that fiscally sponsored Partners in the City's southwest area receive support and assistance services, as defined by their respective 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 southwest area, ensuring an authentic community voice and an equity lens to inform progress.

Summary of Primary Job Functions:

- Grant Management & Budgeting
 - Assist Partners with tracking and monitoring public and private budget expenditures associated with Partner projects, such as capital and programmatic improvements.

- Community & Stakeholder Engagement
 - Develop, cultivate, and manage relationships with community stakeholders through regular attendance at meetings, events and sponsorship collaborations in the southwest area, including private, non-profit, and public property owners and stewards.

- Local Policy Awareness & Engagement
 - Be familiar with local news, issues, Supervisor District priorities, providing timely updates of relevant local agency policy activity in the southwest area on an as-needed basis.
 - Build, cultivate, and manage staff level relationships with San Francisco Supervisors Office, City staff, and other public decision-makers on behalf of Partners, including participating in formal City department and public meetings.

- Fiscally Sponsored Partner Management & Outreach
 - Serve as the primary liaison for all Partners in the southwest area and assist with their grant reporting processes as needed.
 - 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.
 - Seek out and make contact with new community groups that might benefit from SF Parks Alliance's fiscal sponsorship program.
 - Assist Partners with project-specific planning efforts and capacity needs, including project growth, project completion, and maintenance plans.
 - Initiate contact with potential organization-wide donor opportunities based on area location.

Supervision Received:

The Southwest 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 other staff.

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 Southwest Area 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 and a combination of relevant work experience
- A minimum of 2 years of experience in program and grant management is preferred
- Experience and comfort working in a mid-sized organization (25-50 staff persons) 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 SF Parks Alliance’s vision, mission, and values
- A proactive service orientation in managing Partner relationships
- Proficiency with Google Suite, Word, Excel, Adobe Acrobat and Customer Related Management (CRM) software

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

Compensation:

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.

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 detailed oriented.

Demonstrate emotional intelligence and self-awareness, inspire confidence and trust, and welcomes feedback.

Highly collaborative and a team player able to motivate and work with staff, Partners and work cross-functionally between SF Parks Alliance departments.

Comfortable with exercising 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 respond 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.

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).