



THE EAST CUT

Deputy Director

POSITION DESCRIPTION

The East Cut Community Benefit District (The East Cut CBD) is looking for a Deputy Director to be involved in all activities of the organization. The position will have a central role in shaping the future of San Francisco's new downtown—the East Cut. The Deputy Director will partner closely with the Executive Director to chart The East Cut CBD's future growth and strategic response to the demands and needs of the community for the organization's services. This new leadership role will oversee and ensure effective delivery of the services and programs of The East Cut CBD, and support the development and implementation of new strategies to achieve our mission. You will play a leading part in creating a more livable city for residents, workers, and visitors.

DUTIES

- *Strategy:* Work in collaboration with the Executive Director as a thought partner to develop and implement strategies to improve services and programs, and help to anticipate organizational and District challenges and solutions.
- *Programs and Services:* Partner with staff to oversee the services and programs of The East Cut CBD, monitor emerging trends and advocate for new innovations and opportunities.
- *Communications and Programming:* Oversee the implementation of a robust communications calendar and schedule of programming to build community pride, enhance overall culture and create value for neighborhood property owners.
- *Contract Management and Compliance:* Ensure the consistent administration and adherence to policies and procedures, including The East Cut CBD's annual report and grant oversight.
- *Fund Development:* Work with development staff on fundraising concepts and proposals to secure expanded program funding.
- *Community Engagement:* Periodically attend and report back on community, HOA, and City meetings relevant to the District.
- *Budgeting and Financial Reporting:* Work across the organization and in conjunction with the Executive Director to develop annual budget as well as long-range budgets to forecast future organizational needs and opportunities.

EDUCATION & EXPERIENCE

160 Spear Street
Suite 230
San Francisco
CA 94105

Bachelor's degree and a minimum of seven years work experience in relevant positions, particularly those related to downtown development, community development, urban planning, public/private partnerships, civic or nonprofit development with increasingly responsible supervisory or management positions.

415 536 5800
info@theeastcut.org
theeastcut.org

KNOWLEDGE, SKILLS AND ABILITIES

- Excellence in management, including mentoring and coaching staff
- Demonstrated experience with leading & managing multiple projects
- Superior communication skills including speaking, writing and listening
- Excellent interpersonal skills with the ability to communicate effectively with a diverse constituency and turn input and feedback into actionable improvements
- Practical and technical knowledge of nonprofit management, including budget development and fiscal management
- Track record of getting results, in a fast-paced, nimble organization and developing strong working relationships with and among partners
- Ability to prioritize, multi-task, and assign work to others
- Excellent organizational skills and attention to detail
- Familiarity with Adobe Creative Suite: Photoshop, InDesign, etc.
- Ability to routinely and independently exercise sound judgment in making decisions

HELPFUL TO HAVE

An interest/background in urban placemaking and programming a plus.

CERTIFICATIONS & LICENSES:

None

ABOUT THE CBD

In July 2015, the East Cut Community Benefit District was originally formed as the Greater Rincon Hill Community Benefit District by area property owners and other stakeholders to advance the neighborhood's quality of life, enhance its public realm, and reinforce the viability of its economic base. The East Cut CBD is a 501(c)(3) non-profit corporation supported by property owners through an annual assessment. For more information on the public realm maintenance the District provides 365 days a year, please click on Service Request at the top right of every page.

TO APPLY

To apply for this position, please email a cover letter and resume to info@theeastcut.org, with "Deputy Director Application – YOUR NAME" in the subject line.



THE EAST CUT COMMUNITY BENEFIT DISTRICT

The East Cut Community Benefit District is an Equal Opportunity Employer.