

OCEAN AVENUE ASSOCIATION AT INGLESIDE

JOB DESCRIPTION: EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS

Starting Date: 7/5/11

Salary: \$60,000 - \$70,000 full-time first year. Negotiable salary with half-time to full-time 2nd year and after.

Position Summary

The Executive Director provides professional leadership and management of the projects and activities the Ocean Avenue Association (OAA) undertakes through its management plan for Ocean Avenue. He/she is responsible for marketing and promoting the Ocean Avenue retail district to City officials and the general public, ensuring sound finances and internal systems, reaching out to community members, stakeholders, and elected officials to develop and maintain mutually rewarding relationships that further the mission of the OAA.

Position Responsibilities

Leadership

- Serves as the OAA's key representative to property owners, merchants, residents, community members, and other key stakeholders
- Develops and maintains relationships with private and public funding sources, community organizations, community members, public stakeholders, City agencies, elected officials and the media.

Management

- Oversees all management and operations, including identifying and establishing the organization's office of operations
- Effectively manages all contracts and services delivered by the OAA and its sub-contractors (cleaning and maintenance services, marketing services, grant projects, etc)
- Prepare newsletters to disseminate information about the about the OAA's goals, programs, and activities
- Programming with merchants

Finance and Fundraising

- Work with Board to plan and monitor annual budget of approximately \$300K
- Prepare annual reports for approval by the Board of Directors
- Sustain and maintain fundraising, including monitoring of current grants and the identification and pursuit of other resource development opportunities
- Approve expenses and invoices for payment, manage books

Board of Directors

- Works with Board leadership and committees to facilitate accomplishments of the organization while supporting effective Board communication and operations.
- Provides Board members with information they need to be active and helpful in forwarding the mission of the organization.
- Serve as primary liaison between Board and District stakeholders.
- Assist with Board development and general operations.
- Reports to and carries out the direction of the Board

Required Qualifications

- Minimum of 5 years of progressively responsible management experience in a community-based organization of similar scope and size
- A degree in nonprofit, public or business administration, community development, communications or related field is preferred, or an equivalent combination of experience and education
- Excellent written and oral communication skills, including public speaking skills as well as the ability to write clearly for media publications and the general public
- Experience managing City grants and contracts
- Experience working with a Board of Directors
- Proven ability to raise money through City and private grants
- Proven ability to outreach to and work successfully with diverse communities
- Working knowledge of fiscal management and budgeting
- Significant experience working with person of diverse racial and ethnic backgrounds, socioeconomic statuses, ages, and sexual orientations

Desired Qualifications

- Bilingual, Spanish and/or Cantonese speaking preferred but not required

Qualifications and Personal Characteristics

The Executive Director has clear and demonstrated skills in guiding and developing a community-based organization from inception. S/he must be willing to work flexible hours and telecommute part of the time. S/he is able to actively and visibly represent the organization in a broad range of venues. They will be knowledgeable about local politics and the Ocean Avenue retail district. S/he has a demonstrated background and excellent skills in non-profit management, organizational development, community development and economic development.

About the Ocean Avenue CBD

According to the City and County of San Francisco Resolution No. 587-10, on December 14, 2010 the Board of Supervisors approved the Ocean Avenue Community Benefit District (aka the Ocean Avenue CBD). The Ocean Avenue CBD is a funding mechanism whereby commercial property owners assess themselves each year to fund services and improvements that benefit the properties in the District over and above those provided by the City of San Francisco.

Activities include cleaning and maintenance, business marketing events and materials, advocacy with the City, and Safety initiatives. Its goal is to bring together property owners, businesses and residents to enhance the Ocean Avenue commercial district.

The boundary of the Ocean Avenue CBD includes properties fronting Ocean Avenue from Manor Drive to Interstate 280 (on the northern side) and Victoria to Lick-Wilmerding High School near Geneva (on the southern side).

The Board of Directors of the Ocean Avenue Association oversees management of the Ocean Avenue CBD. The Board is comprised of district property owners, merchants, and community members. Please visit www.oceanave-oarc.org to view the Ocean Avenue Management Plan for further information.

Application Process

Applicants should send a resume and cover letter to the Ocean Avenue Association, with the subject line Executive Director Position, by e-mail to info.oacbd@gmail.com or mail at 1728 Ocean Ave., PMB 154 San Francisco, CA 94112-1737. Resumes and cover letters are due by June 14, 2011 at 5pm. The first round of candidate interviews will take place on the week of June 27, 2011.