



# Discover Polk

## **Job description**

### **District Coordinator/Chief Operating Officer (Full Time)**

**San Francisco, CA**

Are you interested in joining an organization that focuses on improving the quality of life for the entire community and attracting businesses and visitors to a unique neighborhood of eclectic small businesses? Are you the kind of person who thrives under a variety of diverse responsibilities, including strategic planning, community organizing, urban placemaking, marketing, and public relations? The Discover Polk Community Benefit District (DPCBD) is seeking a dynamic and visionary District Coordinator who can succeed in this challenging and multi-faceted position for an historic neighborhood in San Francisco.

## **Position Summary**

The District Coordinator position is the Chief Operating Officer for the Discover Polk Community Benefit District (DPCBD) and reports to the President of the Board of Directors and the Executive Director of the Lower Polk Community Benefit District (LPCBD). Policies governing the DPCBD are set by the Board of Directors, a 15-member elected Board representing property owners, business owners and community members.

A full time professional District Coordinator will manage the portfolio of improvement and marketing initiatives, maintain ongoing communications with the Discover Polk CBD Board of Directors and district ratepayers, conduct successful fundraising and grant-writing activities, and provide leadership through research and community education to represent the community with one clear voice.

## **About the Discover Polk CBD**

Discover Polk is a thriving commercial district that features a mix of neighborhood serving retail, locally-owned restaurants, cafes, and specialty stores. Polk Street from California to Broadway serves a number of adjacent residential neighborhoods including Russian Hill, Nob Hill, and the Tenderloin. The district is currently undergoing significant development with new condo towers attracting empty-nesters, young couples and families into the area.

The Discover Polk Community Benefit District is a non-profit organization that works to preserve and enhance the multi-cultural heritage, while integrating modern efficiencies to enrich the experience of residents, businesses and visitors from near and far through street operations, beautification and order, urban placemaking, community events and brand and destination marketing. The Management Plan and Engineer's Report can be found on the Discover Polk page at the San Francisco Office of Economic and Workforce Development: click [here](#).

## **Essential Duties and Responsibilities**

The District Coordinator is responsible for conducting the daily business and operations of the DPCBD, subject to direction that may be given by the Board of Directors and the Executive Director of the Lower Polk CBD. The District Coordinator is responsible for assuring the delivery of the services and programs outlined in the DPCBD's Management Plan, meeting the DPCBD's financial objectives and providing guidance to the Board of Directors in formulating objectives and decisions of general policy, though the ultimate control remains with the Board of Directors. The District Coordinator provides continuity and direction for the DPCBD and plays both a lead and supportive role in representing the organization in its advocacy efforts.

Responsibilities include:

**1. To work in partnership with the Board and staff to accomplish the District's goals, serve as the principal resource to the Board and the primary advocate for the DPCBD.**

- Establish and maintain effective working relationships and cooperative arrangements with City Hall, City agencies, elected officials and other business and neighborhood organizations to help achieve the DPCBD's Management Plan goals.
- Assure that the DPCBD has a strategy, measurable objectives and a relevant work plan to achieve its mission
- Provide leadership in developing programs and organizational plans with the Board of Directors
- Promote the active involvement of Board members, working groups, DPCBD members and other volunteers in all areas of the CBD's work
- Seek out and secure sponsorship and grant opportunities to augment funding
- Identify and develop partnerships to broaden the DPCBD's resources

**2. Develop and maintain effective communications with the Board, committees and members to keep the members well informed of the DPCBD's progress and about matters affecting the area of interest to the membership**

- Maintain a working knowledge of significant developments and trends in areas that affect Discover Polk and the CBD's members
- Inform members in a timely way about the DPCBD's activities to accomplish the Management Plan's programs
- Represent the DPCBD's programs and point of view and accomplishments to public agencies, other organizations and the media
- Interact and respond to the community members' questions and issues as required

**3. Operate the DPCBD as an effective business entity, in compliance with the Management Plan, DPCBD policies, federal, state and local regulations, and assure its fiscal health**

- Maintain official records and documents to ensure compliance with federal, state and local regulations and DPCBD Policies
- Develop an annual budget with the Board of Directors to carry out the priority work of the DPCBD as outlined in the Management Plan and manage the budget
- Manage the accumulation of assessment from members of the District

- Work with the Lower Polk CBD to oversee the successful completion of assignments of contracted vendors

**4. Direct the administrative work of the DPCBD's office including:**

- Financial administration of the budget, payment of invoices, oversight of the accountant's preparation of the DPCBD's annual business tax filing
- Prepare the annual budget for review and approval by the Board of Directors
- Work with the Board to establish and notice meeting agendas and ensure the actions taken are reflected in the meeting notes
- Produce the District's annual and mid-year reports as required by the DPCBD's management agreement with the City of San Francisco
- Work with Lower Polk CBD to supervise permanent staff, development and maintenance of (remote) office systems and administrative procedures
- Work with book keeper to present financial summaries and P&L reports for monthly review

**Desirable Qualifications**

- Minimum of five years' experience in administration, directing a business operation or non-profit agency and the management of a significant budget
- Bachelor's degree in business, marketing /public relations or public policy, or commensurate experience
- Strong leadership and interpersonal skills; ability to create and sustain strong collaborative working relationships with board members, community members and staff
- Exceptional communication skills (verbal and written) and strong public speaking skills
- A solid track record of shaping, implementing and leading significant programs that have increased support from donors/members, partners, corporations and foundations (grant writing)
- Flexibility and comfort working in shared workspace
- Experience working with volunteers and volunteer boards
- Proficient computer skills; facility with GIS programs a plus

**Application process:**

Applicants should email a resume and cover letter describing their qualifications and interest in the position to [suzanne@discoverpolk.org](mailto:suzanne@discoverpolk.org). Resumes without cover letters will not be considered. No phone calls please. The salary range is competitive.