

## Job Announcement

### **Executive Director Japantown Community Benefit District, Inc. San Francisco, CA**

#### **Position summary:**

The San Francisco Japantown Community Benefit District, Inc., 501(c)(3) non-profit is responsible for the economic and environmental enhancement of one of the last three Japantowns in the United States. The Community Benefit District encompasses approximately 7 whole or partial blocks in the commercial core of San Francisco's Japantown. Property owner levies, grants, and donations finance activities and business improvement within the District.

Reporting to the Board of Directors, Executive Director will manage economic business improvement for property owners and business owners, provide a clean and safe livable neighborhood environment, engage the community, beautify public spaces, and collaborate with public officials – so that Japantown will thrive as a culturally rich, authentic, and economically vibrant neighborhood which will serve as the cultural heart of Japanese and Japanese-American communities for generations to come.

#### **Duties and Responsibilities:**

- Insure compliance with City and County of San Francisco Japantown Community Benefit District management agreement.
- Develop and implement strategies to adhere to the goals identified in the Japantown Community Benefit District, Inc. "Management District Plan."
- Understand and connect with Japantown Property Owners, Merchants and members of the community, and visitors.
- Effectively work with and facilitate relationships with City and County of San Francisco officials and staff.
- Develop a marketing strategy, a Japantown brand, create visitor experiences, and promote Japantown utilizing traditional and digital methodologies, to increase business.
- Manage cleaning, safety and visitor service provider.
- Provide business consultation to merchants with the goal of enhancing their business.
- Comply with Federal, State and City regulations.
- Achieve measurable positive results by managing the organization, to include fiscal and budgetary controls - managed within budget, strategic planning, marketing, administration, staff and contractor supervision.
- Enhance relationships with community organizations.
- Serve as chief spokesperson for the organization's mission and philosophy with the public, the press, other organizations and public agencies.
- Coordinate planning for Board meetings and board committees, in consultation with the President of the Board or committee chairs; prepare board agendas and materials.

- Grant writing and fundraising for operating costs and programs, preparing and administering funding proposals and establishing and maintaining strong relationships with organizations, foundations and corporations.
- Supervise administration of the organization's grants and contracts, corporate reporting, maintenance of records and office systems.
- Hire, terminate and supervise staff and contract employees and maintain internal organizational policies.
- Develop and implement the organization's communications plan.
- Present a professional demeanor. Act ethically. Maintain relationships and collaborate with colleagues. Represent the organization with integrity.

**Qualifications:**

The successful candidate will have at minimum the following qualifications:

- Strong leadership and interpersonal skills; ability to create and sustain strong collaborative working relationships with board members, Community Benefit District members, staff, business colleagues and the City officials.
- Demonstrated ability to work with elected officials, government staff, community and special interest groups to build consensus and accomplish goals.
- Ability to negotiate with the City and County of San Francisco.
- Familiarity with San Francisco Japantown's neighborhood, its history, and issues relevant to the community or experience working with an ethnic neighborhood.
- Demonstrated experience developing and implementing marketing strategies and creating community experiences.
- Demonstrated experience creating a clean and safe neighborhood environment.
- Experience running a business or creating value for businesses.
- Strong analytical skills and ability to synthesize complex issues into clearly-stated positions.
- Highly motivated self-starter with the ability to work independently, to participate in and foster a collegial team environment.
- Excellent written and verbal communication skills.
- Demonstrated experience managing organization budgets, funds, contracts and other resources.
- Demonstrated experience supervising personnel, contract employees or contractor companies.
- Demonstrated sensitivity to racial, ethnic, social and economic diversity.
- Demonstrated experience in fund development.
- Experience in non-profit board management and board development.
- Experience in building and maintaining coalitions.
- Experience in program development and implementation.
- Experience working with volunteers
- Willingness to be a part of the operations team
- Preferred Bachelor's Degree in business, marketing, urban planning.

**Knowledge/Skills:**

- Proven ability to read and understand legal documents.
- Ability to solicit large businesses for charitable donations for the community.
- Ability to inspire confidence in property owners, merchants and the community.
- Politically savvy.
- Ability to work independently as well as in team structure.
- Excellent public speaking skills and ability to facilitate meetings.
- Strong analytical and organizational skills.
- Excellent verbal and written communication skills.
- Effective negotiation and mediation skills.
- Ability to be flexible and perform varied work activities.
- Capacity to attend evening and week-end meetings.
- Preferred bilingual/bi-literate Japanese/English.
- Proficient with computer applications, such as Word, Excel, and PowerPoint.

**About the Position:**

Position: Part-time, flexible.

Salary: Based on experience, qualifications and schedule.

Benefits: Stipend provided.

Hours: Negotiable hours - some evenings and weekends.

Background Check: Required. To include verification of employment, education, financial, etc.

Probation period: One year.

Equal Opportunity Employer.

**Apply by:** March 5, 2018. Open until filled.

**Please send cover letter and comprehensive resume to:**

Email: [japantowncbd@gmail.com](mailto:japantowncbd@gmail.com) or Mail to:  
Executive Director Search (JCBD)  
Japantown Community Benefit District, Inc.  
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San Francisco, CA 94115

*You will only be contacted if you should move forward in the process.*