

Citywide Public Space Initiative Project Manager

About the Organization

We. Love. Public Space. At the San Francisco Parks Alliance, we work with more than 200 partner organizations, city agencies, private sector clients and everyday citizens to ensure that our treasured city parks and public spaces thrive in communities throughout San Francisco. As we expand to serve even more parks and people, we are seeking a Citywide Public Space Initiative Project Manager to join our team. If you are a can-do team player, an innovative thinker and doer, and passionate about helping shape the future of public space in San Francisco, let's talk.

Parks Alliance is an equal opportunity employer and welcomes candidates of diverse backgrounds and life experiences. To apply, please send your resume and letter of interest to jobs@sfparksalliance.org with your name and this job title in the subject line.

About the Position

The Project Manager will primarily support the work of the Citywide Public Space Initiative (CPSI), a new program led by Parks Alliance and the San Francisco Mayor's Office of Economic and Workforce Development (OEWD) to activate public spaces in partnership with communities across San Francisco. Responsible for public space site activation services citywide, targeted community engagement, fieldwork, vendor management, and partnership development relating to the growth of CPSI, the ideal candidate will have significant experience in urban planning, community building and working in complex multi-player partnerships with local government agencies, neighborhood stakeholders and other organizations and entities.

This is an exciting opportunity to engage in civic placemaking for both immediate and long-term impact. The position is based in the San Francisco Parks Alliance Office.

Immediate Job Functions

- Fieldwork
 - Developing & administering multiple public space assessments
 - Public space activation design & execution
 - Data collection, reporting & benchmarking progress
 - Vendor management & relations
- Community Building
 - Building collaborative community, city & partner teams
 - Leading public workshops
 - Cultivating productive community partnerships
- Fund Development and Management
- Grant writing and reporting
- Budget and timeline creation and management

Long-Term Job Functions

Assist with managing and growing Parks Alliance's portfolio of creative place-making projects, involving the creation of new public open spaces, long-term public space stewardship systems, and other public realm improvement projects via public-private partnerships with City agencies, community groups, and private sector partners.

Minimum Qualifications:

- Experience in fast-paced and/or startup environment; ability to self-direct and proactively problem-solve; flexibility and adaptability as project objectives and processes evolve over time; strong desire to learn.
- Professional project management experience in development and leadership of project timelines, budgets, invoicing, contracts, meeting coordination and summarization, and regular coordination with a diverse array of partners and stakeholders.
- Strong verbal and written communication skills including public speaking and presentation to a variety of stakeholders
- Strong quantitative analytical skills - proficiency in Microsoft Excel and/or other tools for creating and managing project budgets and timelines, proforma and rate analyses, etc. Ability to learn new quantitative skills quickly.
- A high commitment to learning about San Francisco parks and open spaces.

Preferred Qualifications:

- Bachelor's degree from an accredited college or university, preferably in urban planning, urban design, political science, communications, or related field.
- Familiar with SF geography, public realm issues & city government partnership work including managing grants and contracts
- Experience in public open space programming and activation.
- Experience working in or with nonprofits.
- Experience managing vendors and contractors
- Experience administering & analyzing community intercept (i.e. in-person) surveys.
- Experience organizing and leading community workshops / charrettes.
- Familiarity with: Google for Office products, Adobe Creative Suite (especially Photoshop, Illustrator, InDesign), Squarespace website design.
- Administration of grants, including reporting, tracking, and management of subconsultants.
- Graphic design skills for development of collateral materials for presentations and meetings (design packages, websites, etc.).
- Facility with and articulation of SFPA strategies regarding public open space creation, stewardship, programming and activation.