

Title: Deputy Director of Policy & Voice
Compensation: Commensurate with experience (\$115,000 - \$140,000)
Full-Time: Salary Exempt
Reports to: Executive Director

Tenderloin Community Benefit District's (TLCBD) Deputy Director of Policy & Voice is a new leadership role that will build and manage a team of Directors, Community Outreach & Engagement Coordinators, and Youth Fellows working in tandem to organize and elevate community-led solutions through facilitating community and political actions centered around the voices of Tenderloin youth and families, seniors, and small businesses. This team amplifies the needs of Residents, Youth and Small Businesses at City Hall, with City Agency partners and in the neighborhood. Working at the highest level of local and state policy and at the ground-level in daily activities, this position is responsible for leading our political organizing strategy and providing support and direction to the Policy & Voice (P&V) team.

Primary responsibilities include:

- Analyze, articulate and recommend policy improvement strategies to the TLCBD leadership team in addressing key issues facing the Tenderloin community (i.e., drug-dealing taskforce, policing, mental health and health access, housing, land-use regulations, bonds and other financial and civic mechanisms for change).
- Provide leadership through the lenses of diversity, equity, inclusion, and belonging, and management of day-to-day focus to a newly structured team doing transformative work in the neighborhood.
- Lead oversight of communications contract, working directly with an established communications firm to manage communications plans from all TLCBD programs.
- Find common ground and build long-standing relationships through respect, honesty and non-transactional relationships.
- Effectively facilitate multiple programs simultaneously while meeting deadlines.

- Oversee the implementation of administrative, management and financial systems for the P&V team inclusive of annual program budgets with support from the Finance team.
- Support the ED in managing a sophisticated, multi-year fund raising effort for P&V, and hold responsibility for execution of grant deliverables under the P&V team.
- Oversee the preparation and distribution of monthly, quarterly, and/or annual reports analyzing the progress of P&V projects and programs.
- Research, negotiate, monitor, and manage all contracts relating to P&V.
- Lead the P&V Committee of the TLCBD Board.

Required Skills/Experience:

- Creative, organized leader able to articulate and implement a clear vision for P&V.
- Skilled consensus builder, able to work well within the framework of a complex and politically sensitive public and private sector environment, with a broad cross section of personalities.
- In-depth understanding of the wide range of issues facing community development agencies and business improvement districts in North America, as well as a knowledge of successful programs in other districts.
- Skilled in evaluating program measures, providing briefs and reports for a variety of audiences including funders, Board members, all staff, community members and groups, communications Firm, Executive Director, etc.
- Demonstrate proven integrity, sound judgment, political acumen, discretion, and leading by example with a high-level of professionalism and the ability to inspire the same in others.
- Experience and success at building, leading, and evolving teams, creating a culture of inclusion and belonging through shared vision and purpose, and nurturing leadership in others as a servant leader.
- The ability to be bold, creative and courageous, and the ability to demonstrate self-control, diplomacy and resilience in difficult political situations.

- People-centered leadership, fostering open communication, inclusiveness and the ability to learn from others.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office, Google Docs, etc.

Position Specifications

Education: Bachelor's Degree in a related field (i.e. public/nonprofit administration, public administration, public policy, urban planning, etc.).
Master's in Public Policy, Nonprofit Administration or related field highly desirable.

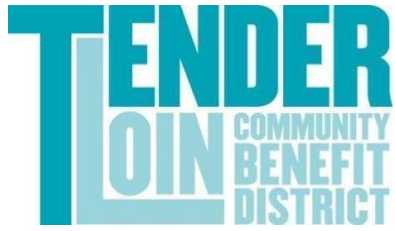
Experience: Five years or more of experience in an urban setting leading community organizing and/or public policy efforts. Three years of management experience including direct oversight of staff. Demonstrated success in communications, planning and/or economic development a plus. Experience working in partnership with public agencies, offices and San Francisco local governmental sector entities is preferred. Experience in media relations and public speaking.

The ideal candidate will also have demonstrated success in working with diverse constituents, underserved populations, and local governmental agencies. As a relationship and coalition builder, the DD needs to offer a broad perspective on a range of policy issues that impact the CBD, including zoning, transit, public safety, cleanliness, marketing and master planning. Demonstrated experience in translating a plan into results with measurable and visible outcomes.

In compliance with TLCBD policies, all employees must show proof of being fully vaccinated with booster(s) for Covid 19. This individual is also required to pass a LiveScan background check.

Please submit cover letters and resumes to:

Greg Moore, Director of People & Culture
greg@tlcbd.org



TLCBD Overview

Founded in 2005, the Tenderloin Community Benefit District (TLCBD) is a dynamic nonprofit organization based in San Francisco, CA. Our core purpose is: To lead the evolution of the Tenderloin neighborhood into a vibrant community for ALL. Grounded in values of connection, respect, responsibility, and courage, we work relentlessly to provide a clean and safe environment and positive experience for visitors and residents. Through strong community partnerships and supportive collaboration with city agencies, our team leads the day-to-day operations of programs inclusive of Neighborhood Pride, Economic Opportunity, Inviting Space, Safe Passage, Clean Team, Youth Voice and the Tenderloin Camera Network. Visit us at TLCBD.org to learn more.

Commitment to Equity in Hiring:

As a platform for empowerment, advocates, and responsive local stewards, TLCBD is dedicated to the neighborhood we serve – a richly diverse, dynamic, and predominantly low-income community of color. When recruiting for our team, we believe it is important that our organization is reflective of the many dimensions of diversity represented in the Tenderloin. We strive for equity for the Tenderloin neighborhood, and we actively work to build an equitable organization – eliminating barriers to employment to reach every level of leadership at TLCBD. We encourage members of the BIPOC, LGBTQIA+, and all Tenderloin communities to apply. TLCBD is for the community and by the community, and we encourage direct community engagement, as together we continue to lead the evolution of the Tenderloin neighborhood into a vibrant community for all. (TLCBD is an at-will employer)