

## **Excelsior Action Group (EAG), Excelsior District in San Francisco, CA**

### **Executive Director**

#### **POSITION DESCRIPTION**

The Executive Director of EAG oversees day-to-day business operations, working closely with an EAG staff of 4 FTEs and city departments. EAG provides technical support to merchants, maintains sidewalks and public spaces, and supports small businesses in the surrounding neighborhood. The role reports directly to the Board of Directors.

EAG, a non-profit aiding underserved commercial areas and managing a community benefit district in the Excelsior neighborhood (District 11), San Francisco, has an annual budget of \$1.3 million. \$342,000 comes from CBD funds, with the rest from grants.

#### **RESPONSIBILITIES**

The Executive Director's duties at EAG include, but are not limited to:

- Implementing programs aligned with the organization's mission and adapting strategic planning for future success.
- Oversight of operations and compliance with government contracts and CBD compliance requirements
- Enhancing EAG's presence within the community and collaborating with merchant associations, non-profits, and civic groups.
- Building relationships with stakeholders, supervising staff, managing finances, and securing funding.
- Developing annual budgets, strategic plans, and goals, and staying accountable to the Board of Directors.
- Participating in board and committee meetings, engaging with media outlets, and managing online presence.
- Representing EAG at public events, grant writing, and technical assistance programs.
- Overseeing marketing initiatives, events and promotions on behalf of and in support of small businesses
- Establishing partnerships with business support providers and fulfilling other assigned tasks.

#### **QUALIFICATIONS**

A bachelor's degree is required, along with 5 years of experience in relevant fields. The ideal candidate will demonstrate:

- Experience leading a non-profit organization, managing staff and board relations
- Experience working with government agencies and public funding
- Public speaking skills, stakeholder engagement, and advocacy.
- Knowledge of economic development tools and grant writing.
- Experience in event planning, urban design, place-making, project management, and goal setting.
- Ability to build partnerships, bilingualism in Spanish and/or Cantonese is a plus.
- Familiarity with District 11 neighborhoods, small business needs, fundraising, and social media management.

Salary and Benefits - \$100,000 to \$120,000, based on experience. Health care and competitive PTO package.

#### **HOW TO APPLY**

Submit resumes and cover letters to [Rena@urbanplaceconsulting.com](mailto:Rena@urbanplaceconsulting.com) by Friday, July 19, 2024. EAG is an equal opportunity employer.