

**San Francisco Lesbian Gay Bisexual Transgender Community Center
Job Announcement**

JOB TITLE: Director of Economic Development Programs
REPORT TO: Executive Director
STATUS: Regular/Full-Time
SUPERVISES: Economic Development Team (3 full time staff & interns)
COMPENSATION: Exempt competitive salary, full health benefits, paid vacation and holiday

GENERAL SUMMARY: This position has overall responsibility for the Economic Development Program, including program development, staffing, budget, outreach, and management of contracts and subcontractors. The Director of Economic Development Programs oversees and supervises the following programs: Workforce Development, Transgender Economic Empowerment Initiative (TEEI), Microenterprise/Small Business, and First Time Home Buyers

ESSENTIAL JOB FUNCTIONS:

1. Overall responsibility for developing all aspects of the Economic Development Program, including long and short term work plans, strategies, program goals, program evaluation, and department budget.
2. Develop, administer, and evaluate annual program plans & budgets, including economic development, business management assistance, employer assistance, workforce development, home ownership, and employment programs.
3. Work with program team members to research, develop, conduct, and/or manage economic development programs, including: workshops; seminars; merchant/small business outreach; lender networks; area/neighborhood based retail attraction and marketing activities; one-on-one management consulting with small businesses; and feasibility assessments for potential business development opportunities.
4. Serve as a liaison to businesses, collaborating agencies, community members, and city departments, including Mayor's Office of Economic and Workforce Development, Castro and Upper Market Community Benefit District, Merchants of Upper Market and Castro, Golden Gate Business Association, and other professional networks and associations.
5. Lead program team in collaborations with other non-profits, government agencies, and public/private partnerships.
6. Develop and implement marketing and outreach for economic development programs.
7. Responsible for writing grant applications for economic development program to government, corporations, and foundations.
8. Recruit, hire, train, motivate, mentor, and supervise program staff.
9. Coordinate economic development department activities with other agency programs, including resource development, institutional giving/grant writing, and staff and volunteer management programs.
10. Participate as an active member of the management team.
11. Perform other related duties as assigned by management.

ESSENTIAL QUALIFICATIONS

1. Minimum of 5 years combined professional experience in private or public sector economic development (small business development, workforce development, financial planning/literacy, home ownership).

2. Proven experience with government contacts, including funding negotiations, contract negotiations and compliance, proposal writing, and funding applications.
3. Ability to work effectively with a broad range of constituents, program participants, and stakeholders representing the full diversity of the LGBT and allied communities.
4. Strong interpersonal skills and ability to work both independently and within a team-oriented organizational structure.
5. Strong verbal communication skills, with a proven track record of public speaking. Experienced in presenting to and negotiating with diverse audiences, including stakeholders, funders, and sponsors.
6. Excellent written skills, as demonstrated by developing, writing, and editing press releases, memoranda of understanding, LOIs, RFPs, business plans, grant proposals, program content, and reports. Candidates may be required to submit a writing sample.
7. Innovative and entrepreneurial approach, including solution oriented approaches to complex issues.
8. Experience in managing teams and supervising staff.
9. Ability to work in a culturally diverse and fast paced environment.
10. Excellent computer skills, including experience with Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).
11. Bachelor's degree or greater or equivalent combination of education and experience. Candidates with significant and relevant work experience (see #1 of essential qualifications) will be considered in lieu of a degree.

PREFERRED QUALIFICATIONS

1. Experience with and knowledge of San Francisco's business and political landscape, non-profit organizations, LGBT community, and market strongly preferred. An established network of contacts and connections with the local community is highly desirable.
2. Experience working on large-scale, multi-agency or multi-entity (government, private, and non-profit) collaborative projects.
3. Strong research background.
4. Experience working with the LGBT community in a non-profit organization strongly preferred.
5. Proficient with multiple IT functions, including CRM solutions, Web 2.0, mobile networking, and/or social media.
6. Development, fundraising, marketing, and/or event management experience desirable.
7. Experience as a start-up/independent business owner (or experience working at or consulting for one) desirable.

THE SAN FRANCISCO LGBT COMMUNITY CENTER

The mission of The Center is to develop programs and services that welcome the entire diversity of the LGBT community; unite our community across lines of age, race, gender and economics; give visibility to the history and culture of all the diverse parts of our community; foster discussion and planning for our political and cultural future; and nurture new and start-up organizations to meet emerging community needs.

EQUAL OPPORTUNITY

The SF LGBT Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or inter-sex are encouraged to apply. The SF LGBT Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS),

medical condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

APPLICATION PROCESS

Submit both resume and cover letter explaining your interests and qualifications to:

The SF LGBT Community Center
1800 Market Street
San Francisco CA 94102
Email: jobs@sfcenter.org
Or fax to: (415) 865-5501

NO PHONE CALLS PLEASE

DEADLINE: Interested and qualified applications are encouraged to apply as soon as possible, application deadline is September 30, 2010.