**Castro LGBTQ Cultural District Manager**

The mission of the Castro LGBTQ Cultural District (CQCD) isto preserve, sustain, and promote the rich cultural legacy of the Castro and its significance to San Francisco’s LGBTQ+ community and beyond.  Our commitment is to highlight the structures and sites important to our history; foster racial, ethnic, gender and cultural diversity among residents and businesses; and create a safe, welcoming, and inclusive space for LGBTQ+ people and allied communities to visit the Castro and call it home. We are tasked with implementing programming in six areas: Tenant Protection, Land Use, Economic Development, Cultural Heritage Conservation, Cultural Competency, and Arts & Culture, with additional programming to be added in Fall 2[0](https://drive.google.com/file/d/1X4L0xXox08WJs2VrfPZbA_aJG7G3hoOy/view?usp=sharing)2[0](https://drive.google.com/file/d/1X4L0xXox08WJs2VrfPZbA_aJG7G3hoOy/view?usp=sharing) the areas of Racial Equity and COVID19 Response. For more information, candidates can review [MOHCD’s description of the Cultural Districts](https://drive.google.com/file/d/12fNprYO4qxnXgJfm3euabciZrwIgJNhc/view?usp=sharing), [City Ordinance 160-19](https://drive.google.com/file/d/1biBfokMyfy2gSW0lCGMO4BQn0rbbqVXL/view?usp=sharing) (which established CQCD), and/or [CQCD’s approved proposal](https://drive.google.com/file/d/12fNprYO4qxnXgJfm3euabciZrwIgJNhc/view?usp=sharing) for Cultural District funding from MOHCD.

We are currently seeking a full-time (exempt salaried) District Manager who will oversee the strategic, financial, community outreach, and operational responsibilities for CQCD programs, as well as the expansion and execution of our mission, vision, and goals. As a fundamental value and guiding principle, CQCD is committed to leave no one behind, particularily elders, youth, LGBTQ+ Black and Brown people, Transgender and non-binary people, and queer women. We are seeking a District Manager who is also committed to these values and will champion diversity, equity and inclusion in all of our organizational decision making. This position will be supervised by the CQCD Advisory Board Co-Chairs and will report to the Advisory Board with human resources, operational, and regulatory support provided by the SF LGBT Center. This newly established role is projected to be funded by the San Francisco Mayor’s Office of Housing and Community Development (MOHCD) for a minimum three years and will potentially involve supervising one employee and several consultants in the first year.

The CQCD will be accepting applications to fill the District Manger position through Monday, July 27th. For more information and to apply, please visit the following link [bit.ly/CQCD-DistrictManager-Opening](http://bit.ly/CQCD-DistrictManager-Opening)

**Responsibilities**

**Leadership & Team Management:**

* Work with the Advisory Board and outside facilitators or consultants to strategize, develop, and carry out the mission, vision, and goals of CQCD;
* Develop and implement various community events for the District, in coordination with the Advisory Board and with the support of volunteers;
* Represent CQCD at public, governmental, and coalition meetings and serve as the lead spokesperson for the District;
* Maintain and promote positive relationships with CQCD’s diverse range of community partners and stakeholders;
* Attend Advisory Board and committee meetings, providing all information necessary for the Board to make informed and effective decisions;
* Plan for and attend meetings with MOHCD, as needed, and a monthly check-in call with all the Cultural District’s leadership.

**Program Planning & Operations:**

* Develop and implement innovative programs that will improve the vitality and resilience of the District, the LGBTQ community, and other stakeholders;
* Manage all project timelines and deliverables;Create and implement a programs tracking and evaluation process;
* Lead the process for hiring an outside consultant for the Cultural History, Housing, and Economic Sustainability Strategies (CHESS) Report community needs assessment, in coordination with the Advisory Board and MOHCD;
* Oversee the development and implementation of the CHESS report recommendations in our designated program areas such as Land Use, Tenant Protection, Arts and Culture, Cultural Competency, Economic Development, COVID19 Pandemic Response, and Racial and Gender Equity.

**Organizational Management:**

* Oversee day to day operations, including CQCD’s annual budget and accounting;
* Maintain a District calendar and meeting schedule;
* Manage the hiring process, on-boarding, and supervision of any future staff for the District (at least one additional employee will be hired in Fall 2020)
* Manage contract deliverables and reporting, including but not limited to City & County of San Francisco and the Board of Supervisors;
* Evaluate and manage contractors, consultants, volunteers, and vendors;
* Establish employment, administrative and financial policies and procedures for day to day operations in compliance with city, state and federal laws;
* Coordinate fundraising initiatives (including grants research and writing) to diversify funding sources for the District and ensure sound fiscal management.

**Qualifications**

* Values alignment with CQCD’s mission, vision, and goals;
* Experience working with diverse stakeholders and communities, particularly with LGBTQ+ communities, is mandatory;
* Proven track record of leadership in the areas of community organizing, coalition building, and community outreach and engagement;
* Demonstrated ability to achieve strategic objectives and an openness to learning and feedback from supervisors;
* Experience successfully planning, coordinating, and implementing large-scale events;
* Familiarity with the Castro, its history, stakeholders, and relevant community issues/needs;
* Budget management skills, including budget preparation, analysis, and reporting;
* Strong interpersonal, written, and verbal communication skills with public speaking and presentation experience preferred;
* Knowledge of nonprofit fundraising, including grant writing/reporting/management, and experience coordinating fundraising initiatives preferred;
* Familiarity with social media, basic computer skills, and video conferencing is preferred;
* Ability to work independently and collaboratively as a team player;
* Excellent listening skills, including the patience to appreciate and reflect on a variety of diverse viewpoints, and to work with the board in a modified consensus process;
* Flexibility, social emotional intelligence, and conflict management skills;
* A high degree of sensitivity to racial, gender, social, cultural, and economic diversity;
* Experience working with nonprofit boards is preferred;
* Availability to attend Board, MOHCD, and committee meetings during the evening and the occasional strategic planning meetings on the weekend;
* A bachelor’s or advanced degree is not required for this position but any degree, particularly in areas of urban planning, cultural sustainability, business/marketing, social work, or related area of study would be an asset for this position.

**Salary:** $75,000 - $79,000 (exempt) based on experience and qualifications with benefits that include full medical, stipends for travel and other expenses, and paid vacations/holidays.

**Requirements to apply:**

1. Applicants should submit their resume and a cover letter (no more than two pages) by **Monday, July 27th at 5pm** outlining:
   1. Why you are personally interested in the position;
   2. An overview of your relevant experience; and
   3. Your vision and/or dreams for the District.
2. In addition, all candidates should provide a list of least 3 (three) references organizations or community groups who can attest to your leadership in the areas of community organizing, coalition-building, organizational management, events planning/implementation, initiatives or projects that promotes diversity, equity, or inclusion, and/or any other relevant experience. We will communicate with all final candidates before reaching out to your references.
3. Interviews will take place over Zoom on August 5th7th and all candidates must be available to interview during this time. Please no calls or emails.

The Castro LGBTQ Cultural District is fiscally sponsored by the SF LGBT Center, a 501(c)3 nonprofit organization. CQCD is independently operated by an Advisory Board composed of volunteers elected from the community. However, all employees of CQCD are considered employees of the SF LGBT Center and are subject to the Center’s employment policies and procedures.

**Equal Opportunity:** Castro LGBTQ Cultural District (CQCD) is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, queer, non-binary, genderqueer, and/or inter-sex are encouraged to apply. CQCD 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 or parental status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical condition (including HIV or AIDS status), perceived physical disability, veteran status, or any other basis prohibited by statute.