Job Description

EXECUTIVE DIRECTOR OF THE LEATHER & LGBTQ CULTURAL DISTRICT

The Organization’s vision is to rejoice, commemorate, and protect the contributions of our predecessors, contemporaries, and successors rooted in the LEATHER & LGBTQ Cultural District and its diverse and marginalized peoples. United, we preserve, enhance, and advocate for the continuity and vitality of the Kinky and Queer communities of San Francisco’s LEATHER & LGBTQ Cultural District.

The LEATHER & LGBTQ Cultural District is seeking an Executive Director to lead and further develop the District. This requires working collaboratively with staff, consultants, the LCD Board of Directors, District business owners, community members, stakeholders, and the City to carry out the mission and vision of the Cultural District.

To accomplish this the Executive Director will be responsible for

- Leading and developing Cultural District infrastructure by collaborating with the constituents,
- Developing a community-based strategy and governance structure,
- Oversee the development and implementation of the Cultural History, Housing, and Economic Sustainability Strategies (CHHESS) Report,
- Managing Project and Program outputs
- Develop and implement community communications and engagement strategies including District-wide communications tools, protocols, and gatherings,
- Oversee the implementation of the District programs and events.
- Work with City Staff regarding grant management, budget management, and contract compliance.

The ideal candidate will have demonstrated strong leadership skills and can lead by example. Strong consideration will be given for experience in cultural heritage conservation, tenant protections, arts and culture, economic and workforce development, land use, and cultural competency. Candidates will have demonstrated a commitment to diversity, equity, and inclusion, and the ability to be flexible and responsive to complex community needs.

Duties and Responsibilities

- Provide overall management of the implementation of the Cultural District strategies: cultural heritage conservation, tenant protections, arts and culture, economic and workforce development, land use, and cultural competency.

- Develop, implement and manage a community-based governance structure, scope of work, and funding sources for the Cultural District.

- Oversee the development and implementation of the Cultural History, Housing, and Economic Sustainability Strategies Report (CHHESS) working closely with the Mayor’s Office of Housing and Community Development and City and County of San Francisco Staff.
• Develop and implement community communications and engagement strategies, to include District-wide communications tools, protocols, and gatherings, and oversee the implementation of programs and events.

• Work with City and County of San Francisco Staff and Fiscal Sponsor regarding grant management, budget management, and contract compliance.

• Oversee grant management with City and County of San Francisco sources and/or fundraising for operating costs and programs, including preparing and administering funding proposals and establishing and maintaining strong relationships with the City, organizations, foundations and corporations.

• Supervise the Cultural District’s communications plan.

• Serve as chief spokesperson and representative for the Cultural District’s mission and philosophy with the public, the press, other organizations and public agencies, including DPW, SFMTA, Arts Commission, Supervisor’s office, Community Benefits District and Planning Department.

• Assist in developing a Cultural District marketing and branding plan and develop priorities and strategies for their implementation.

• Administer Cultural District’s grants and contracts, corporate reporting, maintenance of records and office systems.

• Oversee staff and contract employees and maintain internal organizational policies.

• Attend Board and committee meetings; consult with the Board on decisions and procedures.

• Provide timely / accurate reports to the board, regarding operations, fiscal health, and organizational relationships.

• Work with Developers within the district boundaries to negotiate contracts, including funding for placemaking features.

• Oversee event and program planning, including promotional materials.

• Liaise with Fiscal Sponsor, including check reimbursements and contract reviews.

• Coordinate the organization’s work with local, regional, statewide, and national organizations to achieve the policy and fundraising goals of this organization.

• Implement and coordinate public education, policy development, and advocacy efforts.

Qualifications

The ideal candidate will have much of the following knowledge and experience:

• Knowledge of leather and LGBTQ culture and experience working with the leather and LGBTQ community

• Familiarity with the Cultural District area, its history, and issues relevant to the community or experience working with underrepresented communities.
• Demonstrated ability to work with City and County of San Francisco staff, officials, legislative staff, community and special interest groups to build consensus and accomplish goals.

• Knowledge of and experience with community cultural sustainability strategies: cultural heritage conservation/preservation, tenant protection, arts and culture, economic and workforce development, land use, cultural competency, and public policy implications.

• Experience as a community organizer and with community engagement.

• Strong analytical skills and ability to synthesize complex issues into clearly-stated positions.

• Ability to develop and manage Cultural District’s budget, contracts and other resources.

• Experience supervising personnel and contract employees.

• Demonstrated passion for racial, ethnic, social and economic equity and inclusion.

• Demonstrated experience in fundraising development.

• Experience with non-profit boards.

• Experience in building and maintaining coalitions.

• Experience in program development and implementation.

• Preferred Bachelor’s Degree or equivalent experience.

Skills Required by the Job:

• Ability to work independently as well as on a team

• Patience, emotional intelligence, and sensitivity working within a community.

• Excellent public speaking skills and proven ability to facilitate meetings.

• Familiarity with program/project management processes and techniques

• Strong analytical and organizational skills.

• Excellent verbal and written communication skills.

• Effective negotiation and mediation skills.

Accountable to: LEATHER & LGBTQ Cultural District Board of Directors

Salary: Based on experience, qualifications and schedule.

Benefits: Benefits package is offered including medical, dental, vacation, paid sick leave, and holidays – with a full time 40 hours a week schedule.

Hours: Full time