



Job Announcement:

Community Benefit District Organizer Mission Community Market

Mission Community Market (MCM) is more than a farmers' market. MCM is a non-profit, open-air marketplace that celebrates the Mission District's diversity with fresh farm stands, local businesses and community programs. The Market takes place on 22nd and Mission Streets in the Mission District, Thursdays 4-8pm.

MCM is creating a safe, beautiful neighborhood and is the City of San Francisco's primary partner in activating La Placita - a new public space on Bartlett and 22nd Streets - with cultural events, public art and community stewardship. A Community Benefit District (CBD) is the best vehicle for beautifying neighborhood streets, promoting local businesses, and it will be a key resource to successfully activate La Placita with cultural and community-serving programs. MCM seeks a self-starting, experienced manager and organizer to lead the effort to establish a CBD in the Mission District, focusing on the blocks between 20-23rd, Valencia and Mission Streets. This is a part-time, contract position with the potential for long-term employment through the newly-formed CBD.

Position: CBD Organizer

The CBD organizer reports directly to the MCM Board. However, she/he is the face of the CBD effort and represents MCM. The organizer will be primarily responsible for outreach to local property owners, establishing the feasibility of a CBD, and interacting with City administrative staff throughout the process. Upon completion of the feasibility period, the contractor has the opportunity to continue the effort through the CBD formation period and, ultimately, as a CBD manager after formation.

Duties include:

- Promote and expand the potential of a Community Benefit District in the Mission District, including street maintenance, beautification, cultural events, ambassadors and safety.
- Lead the outreach effort to establish a BID/CBD in the Mission District, focusing on the blocks between 20-24th, Valencia and Mission. Includes managing steering committee, organizing district boundary, maintaining property owner database and, most importantly, meeting with business owners and neighborhood organizations collectively or 1 on 1 to initiate dialogue about the CBD initiative and what services it can provide to the community.
- Develop a needs assessment memo, in partnership with Steering Committee, including understanding day to day needs and long-term goals of businesses in the proposed district. Focus should be on services that a Community Benefit District can provide - including maintenance, safety, community ambassadors, public art and event programming.
- Conduct feasibility survey of all property owners in proposed district.
- Manage assessment engineer/consultant to create a proposed boundary map, plan for street services, activation, stewardship, budget and assessment methodology.
- Coordinate CBD feasibility and formation with City staff; Submit to City required paperwork, documents and petitions on time.

- Manage petition distribution and collection to property owners within proposed community benefit district.
- Attend necessary meetings and represent CBD at public hearings to ensure formation of CBD.
- Create and coordinate with legal counsel the post-formation incorporation and legislative tasks, including articles of incorporation, bylaws, business license and other requisite paperwork for form 501(c) corporation. Coordinate with and submit to City staff appropriate paperwork.

Qualifications:

The Market Manager should have 3+ years of relevant experience in small business, business associations, event management, or community building, including:

- Experience in public space management, business association management and formation, or property management
- Experience with and understanding of the Mission District, local small businesses, and public space needs
- A self-starting, entrepreneurial, and hands-on style
- Ability to listen, think on your feet and connect with individuals through in-person meetings
- Comfort reaching out to individual property owners, addressing their needs while staying on target towards the goals of CBD feasibility and formation

Required Skills:

- Microsoft Excel and basic accounting skills
- Basic spatial understanding of property maps, assessor rolls and ability to design assessment strategies
- Demonstrated organization skills
- Conversational Spanish/English
- Strong passion for building community through small business, food, and public activity
- Excellent interpersonal skills, communication skills and positive attitude

Compensation

This is a part-time, contract position with the potential for full-time employment, depending on performance. Salary DOE.

To apply for the CBD Organizer position: Please email cover letter, writing or promotional material sample, and resume to: mcm@missioncommunitymarket.org with "CBD Organizer Application" in the subject line. Applications accepted until position is filled.