

# Yerba Buena Gardens Conservancy

## Executive Director Job Announcement

### About the Yerba Buena Gardens Conservancy

Yerba Buena Gardens is a collection of urban mixed-use spaces and structures that include both private uses (i.e., commercial retail properties) and public uses (i.e., cultural facilities, performance venues, recreational venues, and significant amounts of public open space with garden areas, plazas, children's play areas, artwork, a historic carousel, and fountains). The Gardens function as a self-financing entity, where surrounding developments are required to financially support its operation and maintenance. Combined integrally with the Moscone Convention Center, this mixture of multiple uses makes the Gardens a unique and vital urban oasis for visitors, residents of the Yerba Buena neighborhood, and the entire City.

The Yerba Buena Gardens Conservancy ([www.yerbabuenagardens.com/](http://www.yerbabuenagardens.com/)) manages the three city blocks of Yerba Buena Gardens bound by 3rd, 4th, Market and Folsom streets. The Yerba Buena Gardens properties are owned by the City and County of San Francisco and managed by the Conservancy under a long-term lease. The Conservancy operates with an annual budget of \$11 million (including \$4 million in capital expenditures) and has a staff of 10 FTEs.

**Conservancy's Vision for the Gardens:** A joyful and thriving place that inspires culture, connection, healing, and a feeling of community for all.

**Conservancy Mission:** We provide arts, culture, recreation, and nature in beautiful, accessible, welcoming spaces for everyone through stewardship and collaboration.

**Conservancy Values:** Equity, Inclusion, Integrity, Service, Sustainability

**Conservancy Vision of Success:** To be successful in our mission, the Conservancy seeks to serve as a hub and convenor as we maintain and evolve a thriving Gardens ecosystem in a manner that engenders trust and value. We look to provide a vibrant and active Gardens with a clear, responsive, and strong identity and purpose. We want the ecosystem of the gardens to be an intentional model for how we include marginalized voices and how public space can be equitable. Our goal is for equity and inclusion to be operationalized as a part of the Conservancy.

### Position Summary

The Yerba Buena Gardens Conservancy (YBGC) Board of Directors seeks a strong and dynamic leader to serve as Executive Director. The Executive Director will be charged with leading and managing the Yerba Buena Gardens Conservancy consistent with the vision, mission and values stated above.

The ideal candidate will be a seasoned leader with strong knowledge in the not-for-profit and public sectors. This leader will be charged with guiding the organization's day to day operations of this complex, interconnected public/private partnership. They will lead and interact with a broad and diverse community and constituency including community residents, cultural organizations, local business community, city government and city leadership.

This position offers the ideal candidate an opportunity to be at the helm of, and represent, an organization which maintains the Yerba Buena Gardens and its assets as a top cultural hub and public space in San Francisco and to ensure its ongoing desirability for residents, cultural organizations, businesses, and visitors.

## **Essential Duties and Responsibilities**

### **General Organizational Oversight**

- Work collaboratively as an organizational leader to ensure the realization of Conservancy's mission, vision, and goals.
- Ensure there are regular and diverse program offerings provided in outdoor Gardens spaces which are reflective of the Conservancy's vision, mission, and values
- Act as the principal organizational leader responsible for the overall administration, business, financial and day to day activities of the Conservancy to ensure a smoothly functioning, efficient organization.
- Create a long-term business and operations plan for the organization to manage the organization's current activities and its projected needs.
- Manage a sustainable staffing and vendor support structure.
- Ensure that the organization fulfills its business functions and obligations with the City Department of Real Estate regarding the organization's master agreement.

### **Board Governance**

- With an active and committed Board of Directors, deliver on the mission, vision, and values of the organization, and ensure the board fulfills its governance functions.
- Work with the Board to implement and further develop the recently completed strategic plan.
- Facilitate the optimum performance by the Board, its committees and individual Board members.

### **Community and Government Relations**

- Advocate for the Conservancy at City Hall; build strategic relationships with SF Department of Real Estate, District 6 Supervisor's Office, and other City and County of San Francisco agencies and officials.
- Interact with and respond to public, stakeholders, City agencies, elected officials and community members

### **Property and Asset Management**

- Provide leadership, management and oversight of the Conservancy's complex set of interconnected assets and agreements.
- Overall monitoring and management of ground, commercial, and operating agreements. Includes negotiation of lease extensions, estoppels, changes to premises, signage review, reporting requirements and rent payments.
- Oversee the ongoing security, operations and maintenance of the organization's assets, buildings, open spaces, and leases.
- Determine the ongoing maintenance priorities for the organization and determine short-, mid- and long-term capital priorities, given the realities of budget constraints, facility age and on-going facility and open space restoration.

### **Financial and Legal Management**

- Develop and manage annual and long-term financial plans and budgets to support the organization's mission and business goals. Forecast and manage operating and capital activity against budget short, mid, and long term
- Explore expanded funding opportunities to support capital and operating budget
- Align operating budget to Conservancy's strategic plan
- Oversee the creation of financial reports of the conservancy and present financial information to the Board and City leadership
- Ensure that organization activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations including compliance with the Brown Act.
- Oversight and management of contract compliance and purchasing to and ensure alignment with City of San Francisco policies and procedures.

## Qualifications

- Knowledge and passion for the Conservancy's mission and the neighborhood it represents, including cultural and civic nonprofits, public policy, public space, and real estate
- At least 5 years executive leadership experience, ideally in a not-for-profit or government entity.
- Experience managing and overseeing large (minimum of \$5M million annual) organization and project budgets
- Proven track record in creating and sustaining strong collaborative working relationships with stakeholders, community members, City agencies, elected officials, board members, and staff.
- Experience in the oversight of building maintenance, capital, or real estate.
- Proven track record negotiating and managing contracts with third party service providers.
- Ability to create and implement a comprehensive strategic plan.
- Able to engage, motivate and manage a large community-based Board.
- Substantial administrative, contract-management and financial management experience with strong organizational skills and ability to prioritize projects to meet required deadlines.
- Ability to deliver on the needs of a diverse, broad-based constituency, including ability to set realistic expectations and manage competing interests.
- Strong public presence and public speaking skills
- Excellent writing skills

## Compensation

The salary range for this position is currently budgeted at \$175,000-\$200,000, and salary will depend on experience and other qualifications. Yerba Buena Gardens Conservancy offers employees a generous benefits package including medical, dental, and vision care; short-term disability and life insurance; pre-tax commuter benefit; and a 403b retirement program with employer matching contribution.

## Equal Opportunity

The YBGC is an equal opportunity employer and does not discriminate based on age, national origin, ethnicity, race, religion, ability, sexual orientation, gender, or political affiliation.

## To Apply

Please submit a resume and letter of interest to YBG Conservancy Executive Search Committee, at [executivesearch@ybgardens.org](mailto:executivesearch@ybgardens.org). The resume review process will begin by December 1, so interested candidates are encouraged to apply by this date. The position will remain open until the right candidate is found. Candidates should be aware that this is a confidential process.