

DOWNTOWN SF PARTNERSHIP

Position: Executive Assistant & Administrative Coordinator

Salary Range: \$85,000 - \$95,000 (full-time, exempt, salaried position) plus benefits

Reports To: Chief Operating Officer, with direct support to the President & CEO

Location: In-person at DSFP offices in downtown San Francisco, California

Benefits:

- 100% employer paid healthcare, dental and vision plan and life insurance policy
- Monthly commuter benefit
- 401k with 3% employer match
- 2-weeks PTO, 14 paid holidays, plus winter break office closure
- Professional development opportunities

The Downtown SF Partnership is an equal opportunity employer and welcomes candidates with diverse backgrounds and life experiences. To be considered for this position, you must send a **resume AND a cover letter demonstrating your administrative experience** to Robbie Silver, President & CEO at careers@downtownsf.org with "Admin" in the subject line. Applications without these requirements will not be considered.

Deadline: Applications will be considered on a rolling basis until filled.

Who We Are

The Downtown SF Partnership (DSFP) is a mission-driven, high-impact 501(c)(3) nonprofit organization dedicated to shaping the future of downtown San Francisco. We lead initiatives that enhance the public realm, strengthen economic vitality, and create exceptional experiences for residents, workers, businesses, and visitors.

Through enhanced cleaning and safety services, innovative placemaking and public space programming, strategic marketing and destination promotion, and targeted economic development efforts, we are helping reimagine downtown as a vibrant, resilient, and world-class urban center.

Established in 2020, DSFP serves a 43-block district encompassing the Financial District, Jackson Square, and The Embarcadero. Our work is funded through property-based assessments and supported by grants and sponsorships. As we advance a major district renewal and expansion initiative (soon to be 70 blocks with a significant increase in property assessments), we are growing our impact, deepening strategic partnerships, and accelerating investment to meet the evolving needs of San Francisco's dynamic mixed-use downtown.

Position Summary

The Executive Assistant & Administrative Coordinator role provides essential executive, administrative, and operational support to ensure the effective day-to-day functioning of Downtown SF Partnership (DSFP). This position supports the President & CEO and Chief Operating Officer, coordinates Board of Directors and committee meetings, manages day-to-day office operations, and facilitates internal administrative processes related to finance, contracts, vendors, insurance, and payroll.

The role also supports special projects and organizational systems, including maintaining accurate and up-to-date records in Salesforce and other internal databases. Working collaboratively with executive

leadership, staff, and outsourced accounting and HR partners, this position helps ensure that administrative processes are organized, accurate, timely, and efficient.

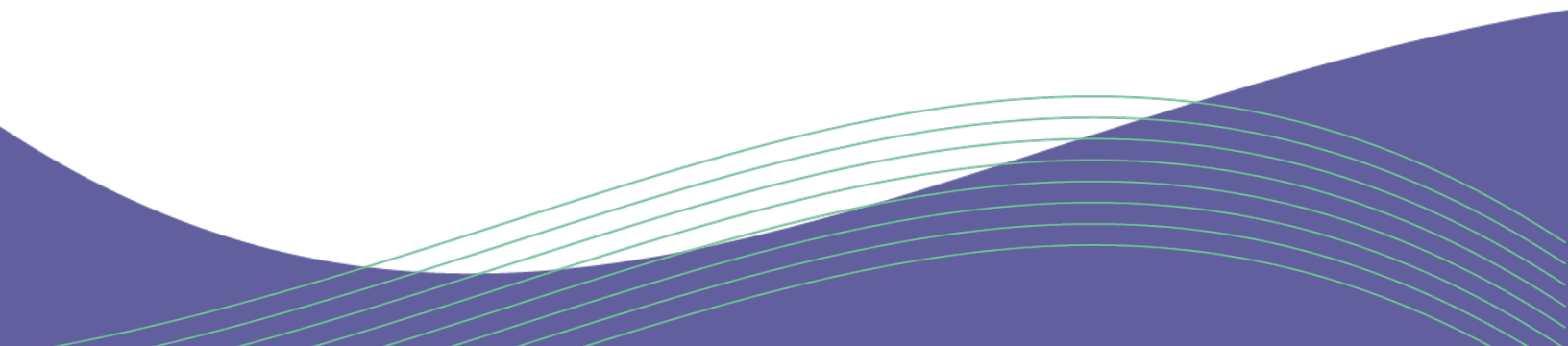
The ideal candidate is highly organized, detail-oriented, resourceful, and proactive, with the ability to manage competing priorities, handle confidential information with discretion, and anticipate organizational needs in a fast-paced environment.

Essential Duties & Responsibilities

1. Executive & Board Support

- Provide administrative support to the President & CEO and Chief Operating Officer, including calendar management, scheduling, meeting coordination, and follow-up.
- Coordinate internal and external meetings, including preparing agendas, presentations, briefing materials, and other meeting documents.
- Organize Board of Directors and committee meetings, including scheduling, invitations, logistics, materials preparation, and distribution.
- Prepare and format board presentations, meeting packets, reports, and supporting documents in coordination with executive leadership and staff.
- Attend meetings as needed to take minutes, document decisions, and track action items and follow-up responsibilities.
- Maintain organized records of board and committee minutes, governance documents, and related correspondence.
- Coordinate occasional executive travel, conference registrations, lodging, transportation, and related logistics.
- Assist with drafting, editing, and formatting executive correspondence, reports, and other organizational materials.
- Maintain confidentiality and exercise sound judgment when handling sensitive executive, personnel, financial, and board-related information.

2. Office Management & Internal Administrative Support

- Manage day-to-day office operations to ensure a professional, organized, and well-stocked workplace.
 - Order and maintain office supplies, snacks, beverages, and kitchen essentials; keep the office kitchen, refrigerator, and shared spaces stocked and organized.
 - Serve as a point of contact for office-related maintenance, facilities requests, and deliveries, ensuring timely communication and resolution of operational needs.
 - Maintain organized electronic and physical filing systems, administrative records, and internal documentation.
 - Support staff onboarding logistics, office access, equipment coordination, and other administrative needs in partnership with the outsourced HR provider.
 - IT support - covering day-to-day troubleshooting, equipment inventory, staff technology setup, and coordination with external IT providers.
 - Coordinate team outings and organizational logistics as needed.
 - Identify opportunities to improve administrative procedures, systems, and workflows.
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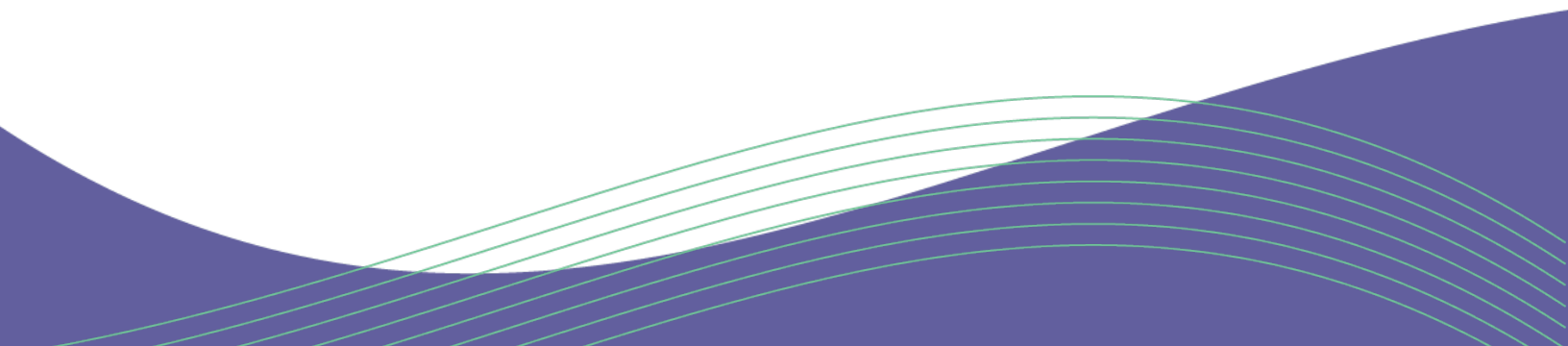
3. Finance & Accounting Support

- Provide administrative support for accounts payable and accounts receivable in coordination with the COO and outsourced accounting firm.
- Maintain regular reconciliation of expenses and account codes, maintaining supporting documentation, and ensure expenses are processed accurately and on schedule.
- Track invoices, payment status, outstanding receivables, and other administrative financial items; follow up on missing documentation and overdue payments as appropriate.
- Support payroll processing by collecting and submitting timesheets, payroll changes, and other required information to the outsourced accounting and HR providers.
- Maintain organized records of vendor agreements, contracts, invoices, payment documentation, and renewals. Coordinate vendor payments in accordance with established approval procedures.
- Support insurance administration, including maintaining insurance records, tracking renewal dates, and coordinating requests for certificates of insurance (COIs) from staff, vendors, contractors, and event partners.
- Coordinate with the outsourced accounting firm and internal budget owners to resolve invoice discrepancies, obtain documentation, and support timely financial processing.
- Handle financial information with accuracy, confidentiality, and appropriate attention to internal controls and approval requirements.

4. Organizational CRM & Special Projects

- Maintain and update DSFP's Salesforce CRM and other organizational databases to ensure records are accurate, complete, and current.
- Enter, verify, and maintain contact information and relationship records for property owners and managers, security contacts, developers, corporate partners, community organizations, public agencies, and other stakeholders.
- Assist with venue and event bookings and logistics as needed.
- Track grant reporting requirements and coordinate data and responses from team members.
- Support special projects and administrative initiatives assigned by the President & CEO or COO.

Education & Experience

- Associate's or bachelor's degree preferred, or equivalent combination of education and relevant professional experience.
 - Three or more years of experience in executive assistance, office administration, accounting administration, operations coordination, or a related field.
 - Experience supporting senior leadership, coordinating board or committee meetings, or managing office operations preferred.
 - Familiarity with accounts payable, accounts receivable, invoice processing, expense coding, vendor contracts, and payroll coordination preferred.
 - Experience with CRM platforms, particularly Salesforce, and maintaining contact databases preferred.
 - Experience working with outsourced accounting, payroll, or HR providers is a plus.
 - Eligibility to work in the United States is required.
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Knowledge, Skills, & Abilities

- Exceptional organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills, including the ability to prepare polished meeting materials, correspondence, and presentations.
- Proficiency with Microsoft Office, Google Workspace, and digital document management systems.
- Strong data-entry and record keeping skills, with a commitment to accuracy and confidentiality.
- Ability to navigate financial, administrative, and CRM systems.
- Sound judgment and discretion when handling confidential financial, personnel, executive, and board information.
- Resourceful, dependable, and solutions-oriented, with a willingness to take ownership of administrative details.
- Strong interpersonal skills and a service-oriented approach to working with staff, board members, vendors, and external partners.
- Proactive problem-solving skills and the ability to anticipate needs, follow through on tasks, and work independently.
- Comfort coordinating with multiple internal and external stakeholders in a dynamic, mission-driven environment.

Hours & Work Environment

Work hours are typically 8:00 a.m. to 4:00 p.m., Monday through Friday in-person with occasional after hours work to support DSFP events.

