

DOWNTOWN SF

PARTNERSHIP

Position: Placemaking Project Manager
Starting Salary Range: \$78,000 - \$82,000 (exempt, salaried position) plus benefits
Reports To: VP of Planning & Economic Development
Location: In-Person at DSFP's offices in downtown San Francisco
Deadline: August 9, 2024 Email cover letter, resume, and work samples to Careers@downtownsf.org

The Downtown SF Partnership (DSFP), a growing urban place management organization dedicated to regenerating and overseeing 43-blocks of downtown San Francisco seeks a Placemaking Project Manager to assist DSFP with reimagining downtown as a vibrant, active, world-class destination for visitors and residents.

Who We Are

Downtowns matter. We believe mixed-use downtowns are vibrant downtowns supporting a diversity of activities, events, amenities, uses, and experiences. Launched in 2020, DSFP has become nationally recognized for its signature multi-day events and activations and its award-winning Public Realm Action Plan, a comprehensive roadmap for a reimagined downtown San Francisco. We're a small and talented team guided by a solid vision, a pragmatic mission, and values of collaboration, entrepreneurialism, impact, and celebration. Whether we are talking about placemaking, economic development, or urban design, DSFP focuses on amplifying downtown San Francisco's economic, social, cultural, and historic importance and relevance at the local and state level.

About the Position

The **Placemaking Project Manager** will be primarily responsible for implementing DSFP's award-winning Public Realm Action Plan (PRAP), developing strong visual assets to support PRAP pilot projects, and support the VP of Planning & Economic Development who is responsible for overall planning and economic development projects to further DSFP's work towards a reimagined downtown San Francisco. The selected candidate will work with multidisciplinary teams who focus on maintenance, programming, and marketing of current and future planning initiatives across the district.

Key Responsibilities:

- **Urban Design:** Conceptualizing and implementing urban design strategies that promote a cohesive and visually appealing district environment.
- **Placemaking Initiatives:** Develop and oversee placemaking projects that activate public spaces, foster district stakeholder interaction, and support downtown vibrancy efforts.
- **Project Management:** Manage urban design and placemaking projects, including budgeting, scheduling, and coordination with stakeholders, vendors, and contractors.
- **Community Engagement:** Facilitate community engagement processes to gather input, build agreements, and ensure projects meet the needs and aspirations of district stakeholders.
- **Collaboration:** With oversight by the VP of Planning & Economic Development, collaborate with local government agencies, businesses, and property owners/managers to promote urban design policies and initiatives that enhance the district's appeal and functionality.
- **Research and Innovation:** Stay informed about best practices, trends, and innovations in urban place management, urban design and placemaking to continually enhance the district's attractiveness and competitiveness.

- **Reporting and Evaluation:** Prepare reports and presentations to communicate project status, outcomes, and recommendations to DSFP staff, board members, and district stakeholders.

Position Focus Areas

- Manage an overall strategy for implementing the strategies and interventions in Public Realm Action Plan, such as streets, sidewalks, plazas, gateways, and POPOS (privately owned public open spaces) through a variety of tactical urbanism strategies including but not limited to: public art, lighting, greening and landscaping, moveable seating, wayfinding and signage.
- Project manage complex projects, produce project timelines and work scopes to meet deadlines and expectations, and manage project expenditures with pre-approved limits.
- Develop site analysis, basemaps, feasibility and mapping studies that range from the city block to the district-wide scale.
- Develop and communicate design concepts through 2D and 3D drawings, diagrams, and renderings for internal use and presentations to stakeholders.
- Ensure district signage, street furniture, banners, plantings, string lighting infrastructure are well maintained and troubleshoot issues and repaired in a timely manner.
- Develop and administer observational studies of public use of district public spaces and streets.
- Conduct field evaluations and observations of existing public patterns as needed.
- Work with team members to periodically evaluate the quality, condition and currency of DSFP streetscape assets.
- Collaborate with the VP of Planning & Economic Development to lead committees, working groups, and task forces pertaining to community engagement efforts.
- Establish relationships with district stakeholders and communicate project deliverables.
- Prepare project presentations and communication materials for internal and external audiences.
- Collaborate with the clean & safe operations and marketing department on signature events (e.g., Let's Glow SF, Ocktoberfest) and regularly scheduled events held weekly or monthly.
- Other duties and special projects as assigned.

Position Expectations

- Think strategically, keeping the big picture and broad organizational objectives in mind.
- Demonstrate emotional intelligence and self-awareness, inspire confidence and trust, and welcome feedback.
- Ability to work within a complex organizational structure to prioritize and manage multiple projects and issues with frequent deadlines.
- Passion for urban design and placemaking with a commitment to creating vibrant, inclusive, and sustainable communities.
- Leadership qualities with the ability to inspire and motivate teams and stakeholders towards a shared vision.
- Adaptability and resilience in a dynamic urban environment.
- Interact in an effective, tactful, and professional manner and respond promptly to requests.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk and walking (sometimes on uneven surfaces) for an extended period.

Requirements/Qualifications

- Must have a minimum of a Bachelors in Planning, Landscape Architecture, Architecture or related design field.
- Must have a minimum of 3 years post-graduate degree or relevant work experience in a design capacity.
- Candidates with more experience, or who have applicable alternative experience are still encouraged to apply.
- Exceptional creative thinking and design skills, and project/task management experience.
- Interdisciplinary collaboration, strong communication skills, and ability to work on multiple projects simultaneously.
- Excellent written, verbal and graphic communication skills.

- Creative problem-solving skills and ability to work in a fast-paced, collaborative environment
- Ability to interpret, review and write RFP's.
- Experience in research-based design and data gathering is a plus.
- Proficiency in the Adobe Suite, 3D modeling programs such as Rhino, and Microsoft Office suite.
- Experience in ArcView GIS, AutoCAD, InDesign or SketchUp is a plus.
- Proficiency with project management software, such as MS Project or Monday.com.
- Experience working for a community benefit district/business improvement district, nonprofit, municipal government, commercial real estate management or related is a plus.
- Applicants must be eligible to work in the United States.

Position Specifications, Compensation & Benefits

The starting base salary will be estimated between \$78,000 - \$82,000 contingent on relevant experience.

DSFP offers a competitive salary commensurate with experience and skills, and a comprehensive benefits package that includes 100% employer paid healthcare, dental and vision plan, 2-weeks PTO, 14 paid holidays, additional PTO week between Christmas and New Year's, commuter benefit, 401k plan with a 3% employer match, and a life insurance policy. DSFP also offers opportunities to attend conferences, workshops, and community networking events.

Hours: Work hours are typically 9:00 a.m. to 5:00 p.m., Monday through Friday **in-person** at the DSFP office. Evenings and weekend work may be required to support meetings and special events.

To Apply

Application Process: Interested candidates should submit a resume, cover letter, and work samples demonstrating relevant work experience and accomplishments to Careers@downtownsf.org. Applications will be reviewed on a rolling basis until the position is filled. **The deadline to apply is August 9, 2024.**

Downtown SF Partnership is an equal opportunity employer and welcomes candidates with diverse backgrounds and life experiences.

