

# DOWNTOWN SF

## PARTNERSHIP

**Position:** Office Administrator

**Starting Salary Range:** \$67,000 – \$72,000 (exempt, salaried position) plus benefits

**Reports To:** President & CEO

**Location:** In-Person at DSFP's offices – 235 Montgomery, Ste. 828, San Francisco, CA

**Deadline: August 2, 2024** (Email resume & cover letter to [Careers@downtownsf.org](mailto:Careers@downtownsf.org))

**Position Summary:** Reporting to the President & CEO, the Office Administrator is responsible for the day-to-day office operations, accounts payable, and vendor contracting processes in support of DSFP's mission and goals. The Office Administrator will maintain the President & CEO's calendar, collaborate with the external accounting and IT teams, and prepare meeting materials. This position is intended for an administrative professional with cross-operational skills in office management, executive support, and contract and invoice processing. We promote from within when possible. The previous two individuals in this role have been promoted to new roles within the organization and are still active members of the team.

### Position Duties

#### **Office Management and Executive Support**

- Schedule meetings and maintain the President & CEO's calendar to ensure conflicts are not present and prioritize time sensitive matters.
- Prepare board and committee minutes, memos, agendas, reports, and presentations.
- Record minutes to capture attendance, motions, votes, and discussion summaries.
- Manage day-to-day office needs, troubleshoot issues, and supply ordering.
- Collaborate with external IT firm to maintain office equipment, training, and technology needs.
- Identify opportunities to increase office efficiencies and implement new systems.
- Participate in planning and staffing internal and external events.

#### **General Accounting & HR Support**

- Coordinate accounts payable invoice data and communicate to external accounting team.
- Collaborate with the external accounting firm and assist with insurance renewals, onboarding needs, employee benefits, City compliance documentation, and the annual audit.
- Draft and process vendor contracts, service agreements and amendments.
- Collect Certificates of Insurance (COI), W9 forms, payment information and other contractual documentation.
- Maintain records in accordance with DSFP's record retention policy.
- Coordinate bank and credit card documentation and share information with external accountants.
- Assist with the monthly financial budget reports.
- Coordinate yearly HR compliance training.
- Assist with accounting and/or HR projects as they arise.
- Assist with documentation of grant expenses.
- Assist with employee expense reports.

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.
- Comfortable working in a small, highly-collaborative, cross-functional organization.
- Ability to identify and solve problems with drive, flexibility, and resourcefulness.
- Work well under pressure and adapt easily to changing situations and priorities, while exercising good judgment and staying focused on overarching goals.
- Interact in an effective, tactful, and professional manner and respond promptly to requests.
- Must be able to engage in a range of physical activities, including standing or sitting at a desk and walking (sometimes on uneven surfaces) for an extended period.

### About the Downtown SF Partnership

The Downtown SF Partnership is a 501(c)(3) non-profit placemaking and place management organization focused on improving the quality of life and economic vitality of downtown. Founded in 2020, DSFP provides supplemental and enhanced cleaning and safety services, marketing and events, economic development, and public realm improvements to the 43-block area that serves the Financial District and Jackson Square. DSFP is funded by property assessments (\$4.6M/year) and seeks out donations, sponsorships, and grants. DSFP is leading San Francisco's recovery efforts by reimagining downtown post-pandemic to create a more mixed-use urban environment with hospitality, arts and culture at the forefront driving new economic opportunities.

**Our Mission:** We lead the way in building a thriving downtown where business gets done, people feel welcome, come to explore, and make memories.

**Our Values:** Collaboration, Entrepreneurialism, Impact, Celebration

### Requirements/Qualifications

- An associate or bachelor's degree in business, accounting, human resources, communications, public administration, nonprofit management, or a related field.
- At least 2 of experience in an administrative role, office management, or bookkeeping
- General understanding of service/vendor contracts, terms and conditions and requirements.
- Experience working for a community benefit district/business improvement district, nonprofit, municipal government, commercial real estate management or related is a plus.
- Advanced skills in Microsoft Office & Google Suite required.
- Experience working in Bill.com or Xero is a plus.
- Excellent interpersonal relationship building and communications skills.
- Advanced writing skills.
- Discretion of sensitive and confidential matters and documentation.
- Applicants must be eligible to work in the United States.

### Position Specifications, Compensation & Benefits

***Salary Range: \$67,000 - \$72,000***

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.

## Career Opportunity: Office Administrator, Downtown SF Partnership

**Hours:** This is a fully in-person position. Work hours are typically 9:00 a.m. to 5:00 p.m., Monday through Friday. Evening and weekend work may be required to support meetings and special events.

### To Apply

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 brief **cover letter** to Robbie Silver, President & CEO at [careers@downtownsf.org](mailto:careers@downtownsf.org) with "Admin" in the subject line. Resumes without a cover letter will not be considered.

**The deadline to apply: August 2, 2024**

