

Koshland Coordinator

San Francisco Foundation San Francisco, California

The San Francisco Foundation (TSFF) is the community foundation serving the Bay Area since 1948, granting more than \$800 million over the past ten years. Through the generosity and vision of our family of donors, TSFF awarded grants totaling more than \$80.6 million in fiscal year 2009. TSFF brings together donors and builds on community assets through grantmaking, leveraging, public policy, advocacy, civic engagement, and leadership development in the areas of community health, community development, arts and culture, the environment, and education. www.sff.org

PURPOSE: The Koshland Civic Unity Awards were established in 1982 by The San Francisco Foundation as a memorial to one of its founders and major benefactors, Daniel Koshland, a businessman and philanthropist who committed himself to making the Bay Area a better place in which to live. In the spirit of his life and work, the Koshland Civic Unity Awards recognizes Bay Area grassroots risk-takers, those individuals who accept the most stubborn neighborhood problems as a personal challenge and who work collaboratively to overcome them. In recognizing these individuals, the Koshland Committee of The San Francisco Foundation seeks to promote civic unity by building mutual respect among diverse people in the community and encouraging small, voluntary efforts to address neighborhood problems. Each year, the Koshland Committee selects a Bay Area neighborhood and makes a five-year, \$300,000 commitment to that neighborhood.

POSITION SCOPE: The Koshland Coordinator provides assistance to the Koshland Program Director and the Koshland Committee of The San Francisco Foundation in the identification and selection of particular Bay Area neighborhoods to assist residents and neighborhood leaders with community building and neighborhood improvement efforts.

KEY RESPONSIBILITIES:

- Provide program assistance to the Koshland Program Director and Koshland Committee of The San Francisco Foundation in the identification and selection of particular Bay Area neighborhoods to assist residents and neighborhood leaders with community building and neighborhood improvement efforts.
- Maintain contact with civic and nonprofit leaders and assists the Director in locating, researching, and reporting on potential neighborhoods and candidates for leadership awards.
- Create neighborhood profiles that describe the neighborhood's history, demographics, businesses, land usage, concerns, facilities, landmarks, and goals.
- Manage and assist in the preparation and production of newsletter by writing and editing articles and designing graphic information displays.
- Supervise graduate student intern.

- Assist program team in research and analysis of grant requests. Perform proposal review and analysis, including interviewing contacts, conducting site visits and writing up recommendations.
- Assist in the evaluation of neighborhood improvement projects.
- Plan, attend and provide support for monthly community meetings throughout the Bay Area; conducts annual site visits with Koshland neighborhood leaders.
- Support the integration of the Koshland Program into the ongoing initiatives and grantmaking work of the Foundation.
- Coordinate neighborhood events, ceremonies, tours and meetings.
- Respond to requests, provide appropriate information, establish rapport, make site visits, and develop lists of needs and resources.

QUALIFICATIONS: Undergraduate degree in a related discipline is required and a minimum of four years solid programmatic experience in nonprofit, philanthropic or private industry. Ability to effectively communicate both verbally and in writing, highly skilled with attention to detail. Create positive, long-term working relationships by demonstrating a commitment to customer service, dedication to the program, knowledge of internal processes and procedures, tact, dependability, diplomacy, and flexibility. Capacity to establish goals and priorities to achieve multiple deadlines. Work well under minimal supervision by taking initiative, and keep appropriate people informed of project-related developments to ensure successful management and completion of projects.

SKILLS: Computer skills specifically in Microsoft applications (Word, Excel, Outlook, PowerPoint), Windows operating system, and database applications. Skilled in using Raiser's Edge and/or other database programs a plus.

Application Instructions

APPLICATION DEADLINE: Monday, June 6, 2011

TO APPLY: Email resume with cover letter to resumes@sff.org or via regular mail to:

Human Resources
The San Francisco Foundation
225 Bush Street, Suite 500
San Francisco, CA 94104
FAX: (415) 477-2784