

# Executive Director

North of Market Neighborhood Improvement Corp.

The nonprofit North of Market Neighborhood Improvement Corp. (“NOMNIC”) has served San Francisco’s historically international and economically diverse Tenderloin neighborhood through business and community improvement projects since 1999. Its current Tenderloin Economic Development Project (“TEDP”) brings together government, corporate and philanthropic partners to encourage sustainable progress for the neighborhood’s small businesses and residents. TEDP strives for equitable development in the Tenderloin, including for its substantial international and immigrant communities.

NOMNIC is looking for a passionate, professional Executive Director to lead and give voice to TEDP as an advocate for the Tenderloin. The Executive Director enacts the vision of the Board of Directors, directs engagement with external partners, and manages all daily operations.

## Key Responsibilities

- Advocate for Tenderloin small businesses and residents
- Explore revenue opportunities with government, corporate, and philanthropic partners
- Expand operating budget by renewing existing grants and developing new grant proposals
- Build partnerships with Tenderloin cultural and community organizations
- Manage all full-time, part-time and volunteer staff
- Direct all day-to-day operations, including administration, projects, and budget
- Report directly to Board of Directors on progress toward goals and overall activity

## Preferred Qualifications

- 1-5 years of full-time nonprofit experience
- Staff and budget management experience
- Public and private grant identification and application experience
- JD, MBA, Master of Public Policy/Urban Planning/Economics or comparable degree
- Excellent communication ability with board of directors, staff, and external stakeholders
- Language ability in Vietnamese, Mandarin, Cantonese, and/or Spanish viewed favorably
- Residential experience in San Francisco or Tenderloin viewed favorably

NOMNIC can offer a competitive salary based on the selected candidate’s experience and qualifications and a comprehensive benefits package. Interested applicants should submit a résumé and cover letter.

*North of Market Neighborhood Improvement Corp. does not discriminate on the basis of race, ethnicity, color, religion, gender (including pregnancy, childbirth or related medical conditions), gender identity, gender expression, national origin, ancestry, age, height, weight, physical disability, mental disability, medical condition, HIV/AIDS status, family care status, veteran status, marital status, or sexual orientation. NOMNIC also makes reasonable accommodations for disabled employees.*