



JOB DESCRIPTION

Director of Community Planning

Position Title: Director of Community Planning

Work Schedule: Full Time exempt position (overtime not applicable): flex time as approved by Supervisor

Salary: \$125,000 per year (FY 2019-20)

Benefits: Full medical, dental, life insurance, 403(b), etc. per TODCO programs

Supervisor: Reports to President of TODCO Group

Responsibilities: The TODCO Group is the nonprofit community development corporation for San Francisco's dynamic South of Market Neighborhood. For 40 years it has been fully engaged in SOMA's many civic/urban/social /economic planning issues and initiatives. It's summary Mission Statement is: *South of Market Neighborhood Builders*.

The Director of Community Planning, the Director of Public Policy, and Program Interns work as a TODCO Community Planning and Advocacy Program team with the President to address the pivotal civic planning processes now underway that will determine the future of the SOMA Neighborhood. (For current Program information see the TODCO Group FaceBook page: <https://www.facebook.com/TODCOgroup/>)

Specifically, the Director of Community Planning will: (1) monitor and evaluate civic and private planning and development activities impacting the South of Market Neighborhood and San Francisco; (2) engage with a range of community organizations to address the significant policy issues involved; (3) provide technical resources to TODCO's community planning and advocacy work.

The Director of Community Planning will undertake other related responsibilities as directed by the President. Important specific tasks to complete in 2017-18 will be:

- To provide policy research and materials in support of TODCO's 2019 Ballot Measure "SF Balanced Development Act" (now in draft) This measure is expected to run Nov. 2019
- To contribute to TODCO's research on MTC's Communities of Concerns
- To maintain and update TODCO's Affordable Housing Development studies and SOMA Pipeline project studies for Office and Residential Development Projects

These activities will include data sourcing, literature and field research, graphics preparation, and direct interaction/collaboration with the public, community, and commercial entities involved.

The Director of Community Planning supervises the Program Interns.

Requirements: Masters Degree in City/Urban Planning

TODCO is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any special accommodations for the interview process. TODCO is a drug-free workplace as required by the "Drug-Free Workplace Act of 1988.

August 2019