



**San Francisco Housing Development Corporation  
Program Manager Position Announcement**

**THE OPPORTUNITY**

San Francisco Housing Development Corporation (SFHDC) – a 33-year-old housing and community development corporation– seeks an experienced program manager to help launch and run new programming for small businesses assistance in the Fillmore/Western Addition

**POSITION SUMMARY**

Reporting to the Program Director, the Program Manager will be responsible for supporting the various projects of the Fillmore Small Business Empowerment Hub. This position works directly on tasks related to program development, community outreach, and entrepreneur engagement. The successful candidate excels at written communication, as the position will produce quarterly reports, final reports, and routine email correspondence. In addition, the successful candidate excels at verbal communication, as outreach and presentations to stakeholders will be a key role. The successful candidate will have significant project management skills, such as organizational skills and the ability to be resourceful.

**PRIMARY RESPONSIBILITIES:**

- Prepare ongoing reports and coordinate production of deliverables:
  - Create an Outline and Timeline for Completion of Report(s)
  - Create an Economic Vitality Incubation Hub Management Plan
  - Create a Management Plan presentation to present to Partners
  - Create summaries of Presentation Feedback and Input
- Maintain and manage project work plans including time/task management and costs
- Plan, coordinate, and facilitate regular project meetings and updates
- Develop and nurture collaborative relationships with partner organizations and community groups. Serve as a liaison between all parties.
- Coordinate and execute creative outreach activities and community engagement forums
- Proactively identify and resolve work-flow issues related to ongoing projects
- Administer community outreach communications and tools for stakeholder engagement
- Complete administrative tasks as needed.

**DESIRED SKILLS**

- Strong written communication skills
- Excellent computer software and database management skills
- Strong interpersonal skills (over the phone, via email, and in-person)
- Superior project management skills
- Attention to detail
- Savvy research skills – able to find information, both on and offline, in creative ways
- Outstanding organizational work methodology.

**OTHER QUALIFICATIONS**

- Lived experience or prior professional experience working within communities of color is highly valued.
- Personal qualities of integrity, credibility, and unwavering commitment to SFHDC’s mission and supporting low- and moderate-income communities.

**WORK SCHEDULE:** Project-based position requiring a commitment of 35 hours per week. Depending on the project’s needs, you may be required to work after regular hours, including evenings and weekends. Minimum one-year commitment.

**SALARY:** Anticipated range \$70,000 -\$80,000, dependent on experience and qualifications.

**BENEFITS:** Salary commensurate with experience; excellent benefits, including health insurance, life insurance, Flexible Spending Account, retirement plans, vacation time, sick leave and generous holiday schedules.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**NOTICE:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. SFHDC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

**HOW TO APPLY:**

**Email: [hr@sfhdc.org](mailto:hr@sfhdc.org)**

**Please submit a current résumé, and Employment Application, and cover letter that responds to the following questions:**

- Describe one unique skill or quality that you possess that sets you apart from other candidates for this position.
- What type of experience do you have working in low-income communities of color, and performing outreach?
- Describe your experience managing multiple projects.

**Note: The Employment Application may be found at <http://sfhdc.org/careers/>**

**Applicants will be screened on a rolling basis.**

**SFHDC does not discriminate on the basis of race, color, gender (including actual or perceived gender, and gender identity), sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, citizenship status, mental or physical disability, or any other characteristic protected by applicable state, federal or local law. SFHDC will consider qualified applicants with criminal histories in the manner consistent with the requirements of the San Francisco Fair Chance Ordinance. If you need a reasonable accommodation in order to apply for a job, please let us know. If the reason you need an accommodation is not obvious, we may ask for documentation confirming your functional limitations.**

The San Francisco Housing Development Corporation  
is an Equal Opportunity Employer/Drug Free Workplace and is committed to the belief that  
each individual is entitled to equal employment opportunity.