



PARTNERSHIP FOR  
**THE BAY'S  
FUTURE**

# Senior Director

## YOUR OPPORTUNITY FOR IMPACT

### Position Overview

The Senior Director will be responsible for oversight of the [Partnership for the Bay's Future \(PBF\) Fellowship](#).

### Key Leadership Roles and Responsibilities

- Trains the Partnership for the Bay's Future Fellowship and other programs as agreed upon.
- Supervises the PBF Fellows (up to 10). Works with Fellows on goal setting, project management, and implementing an inside/outside strategy regarding affordable housing policies.
- Manages budget including working with the finance and operations department for reporting
- Designs, modifies, and delivers programs and curriculum that offer challenge and support to participants using Coro's leadership approach and experiential learning theory.
- Liaison to PBF government and community partner organizations (30+). Includes training quarterly meetings with these PBF partners to utilize similar Coro tools as the PBF Fellows.
- Facilitates regular PBF Design Team meetings which includes Enterprise Community Partners and the San Francisco Foundation.
- Evaluates program impact and implements continuous program improvement strategies. Partners with PBF external evaluator for data collection.
- Supports business development for related programs, such as fundraising/grant writing, strategic partnerships, alumni engagement, marketing & outreach, etc.
- Designs and implements an alumni engagement strategy that weaves together the various affordable housing programs.
- Actively participates in Coro staff meetings and retreats, communications, and project management, including contributing to partnership proposals, program reports, conference presentations, and other strategic and administrative projects.

This role will oversee the design, implementation, and stakeholder relationships involved in the following programs:

- **Partnership for the Bay's Future Fellowship:** In partnership with the San Francisco Foundation and Enterprise Community Partners, the Partnership for the Bay's Future (PBF) Fellowship is a two-year, full-time, cohort-based, and salaried position for experienced, entrepreneurial, and equity-minded affordable housing professionals interested in leading collaborative policy making efforts in selected Bay Area cities. Fellows are embedded with one government jurisdiction for the duration of their two-year tenure through a matching process, while benefiting from the Fellowship's ongoing training, mentorship, technical assistance, professional development, and networking.
- **Coro Leadership Labs:** These training sessions are provided to organizational clients on an as-requested basis. They provide unique professional development and team building skills on themes such as empowered professionalism, discerning between adaptive and technical leadership, negotiations, and more.

## WHO WILL THRIVE IN THIS ROLE

- **Facilitator:** You understand how humans interact with each other and thrive when supporting group learning for adults.
- **Leadership enthusiast:** You love leadership and regularly think about how to help people recognize their agency and influence outcomes regardless of positional authority.
- **Holder of the both/and:** Able to hold apparently conflicting ideas and embrace our non-partisan approach to prepare individuals, diverse in thought and background, to be leaders.
- **Innovative:** You think creatively, and see opportunities to create value and increase our impact.
- **Collaborator:** You play well with others and thrive in contexts where you are bringing people together to achieve common goals.
- **Belonging creator:** You understand and are aware that creating psychological safety allows all people to feel welcome, able to take risks, and able to shape and influence the group.
- **Autonomous:** You exercise judgment to prioritize your work and hold ownership of moving toward your goals while welcoming advice and input from stakeholders
- **Lifelong learner:** You consistently seek out new information to stay current with best practices; you welcome feedback and can integrate it into your work
- **Committed to our impact:** Your values and life experiences connect you to our work to train, support, and connect leaders to foster a thriving democracy and tackle society's biggest challenges together.
- **Strategic Thinker.** You are able to effectively communicate to others how to apply an inside/outside strategy with stakeholders and decision makers in service of equitable policy.

## The following skills are required:

- Ability to give clear and concise instructions
- Ability to manage people and their performance
- Ability to work well with stakeholders
- Comfort in dealing with ambiguity
- Compassion, empathy, and deep listening skills
- Ability to create environments where people's differences are represented and respected
- Time management
- Analysis and synthesis of program evaluations
- Comfortable with using a variety of technical platforms such as (but not limited to) Google Suite, Zoom, and Asana

## Bonus points if you have:

- Experience working within the affordable housing field (finance, proformas, etc)
- Knowledge of the most pressing housing issues facing low-income BIPOC communities in the Bay Area
- Experience work on policy or advocacy campaigns
- Experience working in different sectors
- Experience working with Coro as a participant, client, or field staff
- Trauma informed training

## YOUR LEGACY

You will influence and change the leadership journeys of numerous people. You will join the Programs Team to advance participant's professional, personal, and political capacity to tackle society's challenges and contribute to a thriving democracy.

Testimonial from a Partnership for the Bay's Future Fellow: "I know more about my tendencies as a leader, a listener, a partner, an academic. Understanding those parts of me will allow me to be a better leader."

## POSITION LOGISTICS

This is a full-time role with a salary of \$120,000-\$135,000.

You can check out our team [here](#). Our team is working in a hybrid fashion with two days required to be in the office. Program sessions are mostly in person and travel within the Bay Area is required. We value our team and provide competitive salary and benefits, including medical, dental, 401k match and a generous PTO/flexible work policy.

Coro is an equal opportunity employer. We strongly encourage and seek applications from women-identifying individuals, BIPOC, bilingual and bicultural individuals, as well as members of the LGBT+ communities..

## **YOUR STAKEHOLDERS**

Internal: Cliff Yee, Laney Whitcanack, Lauren Haworth, Angela Pang

External: San Francisco Foundation, Enterprise Community Partners, Informing Change, Partnership for the Bay's Future, Site Teams = PBF government and community partners

## **READY TO TAKE THE NEXT STEP?**

To apply, [please complete the following application form](#). You must sign into the application form using a valid Google account. If you do not have a Google account you can sign up for a free one [here](#). Only applications that are submitted through this form will be considered.

Applications will be reviewed as received with priority given to those received before May 24, 2024.