



## Executive Director

San Francisco Transit Riders (SFTR) seeks a dynamic Executive Director with a love for public transit and the people who ride it. We need a strategic thinker who can lead a small but powerful advocacy group that represents the voice of the transit rider in San Francisco and advocates for effective change.

The successful candidate will have prior experience in achieving sustainable fundraising at a non-profit. They are politically savvy with a firm understanding of the complex transit and government landscape of San Francisco. They will work to grow an organization with a broad membership, run the day-to-day operations, and implement the current strategic plan with motivated and dedicated staff, volunteers, contractors, and board members.

## Responsibilities

- Fundraise, build, and maintain long-term sustainable sources of funding for the organization.
- Represent transit riders and SFTR in interactions with city and regional government, other non-profits, and neighborhood groups. Establish, deepen, and maintain these relationships to continue developing trust and confidence in SFTR and the work that we do.
- Engage with regional partners to secure long-term funding for transit in the Bay Area.
- Maintain effective decision-making processes to achieve SFTR's long-term and short-term goals.
- Supervise, support, grow, and collaborate with a small staff of full-time and part-time employees and contractors as well as an engaged board to implement SFTR's strategic plan.
- Manage day-to-day operations and administrative systems including human resources, finances, and information technology.
- Work with staff and the board to review SFTR's Mission and update SFTR's strategic plan on a regular basis.
- Steer SFTR so that strategies and tactics drive the mission and strategic plan forward.
- Manage and coordinate the September Transit Month efforts for SFTR and key partners.

## Key Qualities

With an unwavering determination, the Executive Director must share a firm conviction and sense of urgency in transforming transit in San Francisco. The individual we are looking for has a passion for and experience working in the areas of transit, urban advocacy, and other related subjects. They are comfortable in an early-stage environment and have the vision and leadership skills to take the organization to the next level. Our members are passionate about transit and they enjoy the interaction of being part of SFTR. The right leader will leverage this social aspect of our work and create an engaging environment for members and volunteers.



They have the entrepreneurial ability to build and maintain a sustainable funding stream. SFTR had its most successful fundraising year ever in 2023 by building relationships and partnerships. As we shift advocacy toward transportation equity and environmental justice, we need a leader who can guide SFTR's path to receiving funding from equity and climate-centered sources.

## Skills we're looking for

- 3-5 years of leadership experience in the nonprofit world, preferably with exposure to small, start-up organizations.
- Proven ability as a fundraiser for a non-profit.
- Demonstrated commitment to strengthening transit justice and equity.
- Demonstrated commitment to strengthening climate justice and equity.
- Experience managing employees and volunteers.
- Flexible and team-oriented approach to problem-solving.
- Excellence in planning and execution of events or initiatives.
- Experience with non-profit advocacy and coalition building.
- Strong time management and work planning skills.
- Excellent writing skills and ability to develop compelling narratives.
- Willingness to travel and work evenings and weekend events as required, including the monthly board meetings, rallies, and public meetings.
- Knowledge of San Francisco, Muni, and local politics (or willingness to learn).
- Bilingual Spanish or Cantonese a plus.

If you are a steady, upbeat, and organized leader who cares about transit and the vibrancy of cities, we hope you will consider joining SFTR. Position open until filled. Please submit your resume and a cover letter to [jobs@sftransitriders.org](mailto:jobs@sftransitriders.org).

## About us

SFTR is the city's member-supported, grassroots advocate for excellent, affordable, and growing public transit. We believe that empowering everyday transit riders to speak up for rider-first policies will bring us the world-class transit system we need for a livable, sustainable, and accessible San Francisco.

## Our Values

1. We value rider-centric policies. We listen to riders; we lead with riders.
2. We value equity. We advocate for affordable, dependable, frequent, safe, accessible public transit for the broadest population, with a consistent focus on equitable service and access.
3. We value the pro-transit voice. We believe in the positive impact and potential of public transit.
4. We value practicality. We look for short-term pragmatic solutions while pushing for a long-term vision and demanding accountability from our agencies and leaders.



5. We value sustainability. Public transit is the most sustainable way for people to get around in a dense city. It promotes a vibrant economy and invests in the social good.
6. We value a visionary approach to planning. We support thriving public transit systems that are innovative, inspirational, and growing.
7. We value respect. We respect members, riders, and partners, even when we disagree. We have and teach empathy for others, and we acknowledge riders' dignity.

For more information about SFTR, check out our website: <http://sftransitriders.org>

Job Type: Full-time

Pay: \$100,000.00 - \$125,000.00 per year

Benefits:

- Medical, dental, and vision
- Paid time off
- Sick leave
- Holidays
- Up to \$100 per month in transit benefits

Schedule:

- Most weeks: Monday to Thursday, 9:00 am-6:00 pm
- Weekend availability

Application Question(s):

- Please include a cover letter as part of your application.

Work Location:

- Hybrid schedule. In-office days are located in a shared/co-working office in San Francisco.