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Executive Director

San Francisco, California (Hybrid)

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Employment Type **Full-Time**

Minimum Experience **Executive**

Compensation **\$110-122k annual salary**

Executive Director at Jobs with Justice San Francisco

Are you a visionary, strategic leader with a passion for workers' rights? Do you thrive on building strong coalitions and resilient organizations? Jobs With Justice San Francisco (JWJSF) is seeking an Executive Director (ED) to guide the organization's campaigns and operations.

The ED will strengthen coalition power and ensure the organization continues to build worker, labor, and community-led movements for economic and social justice in San Francisco. The ideal candidate brings at least 8 years of combined experience in nonprofit management, fundraising and strategy development, organizing/coalition work, including experience with base building organizations. Recognized as a strong leader with high social and emotional intelligence, the ideal candidate can navigate change while inspiring others.

Lead our dynamic team making a difference for the long haul. Apply today for the Executive Director position—salary range: \$110,000–\$122,000 annually, with excellent benefits.

About Jobs with Justice San Francisco

Jobs with Justice San Francisco (JWJSF) is a long term, multi-racial alliance of labor unions, worker centers and community groups supporting workers' rights and fighting for economic, racial and gender justice. Our member groups represent service workers, domestic workers, healthcare workers, educators, city workers, seniors, people with disabilities, tenants, students and more. Our coalition connects people—workers, Black and Brown people, immigrants, queer and gender-oppressed folks—to build collective power and win real systems change.

We believe as Audre Lorde said, "There is no such thing as a single-issue struggle because we do not live single-issue lives." Working people need good jobs with dignity and a voice at work, quality and equitable public education, affordable housing and a liveable climate. We see economic, racial and gender justice as intersecting and necessary to each other. Our current programs focus on workers rights and climate justice.

Duties & Responsibilities

Fundraising

- Lead overall fundraising strategy, including foundation and grassroots
- Lead foundation fundraising, including prospecting, funder relationships, and grant management (tracking, proposal writing and reporting)
- Cultivate philanthropic partnerships and serve as a thought leader with the funding community
- Oversee grassroots fundraising, including member dues, annual gala, sustaining donors, etc

Coalition Leadership & Organizing

- Manage relationships with coalition members (Steering Committee & E-board), including check-ins and conflict resolution
- Plan and lead coalition meetings, events, and member engagement
- Attend member actions and speak as appropriate
- Maintain strong relationships with external partners/allies
- Coordinate policy positions with members and the Legislative Committee

Strategy Development and Campaigning

- Build shared agenda and strategy across the coalition with E-board and Leadership Team
- Coordinate long- and short-term strategies, including campaign planning and responsive decision-making
- Ensure member participation in strategy, tactics, and campaign evaluation
- Represent JWJSF in media and movement spaces
- Support staff with campaign implementation

Organizational & Staff Management

- Ensure effective systems for HR policies, performance evaluations and compliance
- Monitor JWJSF's finances, including budgeting, resource allocation, and internal controls
- Support a healthy and inclusive culture in collaboration with the Staff Culture committee
- Collaborate with Leadership Team on the above
- Provide supervision to 3–5 staff, fostering strong communication, coordination, and leadership development

Governance + E-board Management

- Oversee governance of E-board and Steering Committee, ensuring regular meetings and effective engagement
- Coordinate with Executive and Finance Committees on fiduciary duties and compliance
- Ensure timely elections and adherence to bylaws, legal, regulatory, and CBA requirements

Required Skills and Experience

- 8+ years leading labor and/or community organizing efforts, ideally in a coalition setting

- 2+ years in nonprofit leadership
- Proven experience with foundation fundraising
- Strong ability to grow and maintain coalitions, uniting ally leadership around a common agenda
- Exceptional relationship-building skills and ability to handle conflict between individuals and organizations
- Strong leadership to coach, motivate, delegate, foster accountability and build positive team culture
- Resourceful in prioritizing and investing in people/systems while driving towards clarity and solutions
- Advanced organizing skills: strategic/political analysis, campaign development, power mapping, and navigating complex political landscapes
- Demonstrated commitment to addressing racial, gender, and class oppression in organizational practice
- Personal integrity, credibility, confidentiality, and dedication to mission
- Emotionally intelligent, self-reflective, aware of positionality and power; able to give and receive feedback
- Strong verbal and written communication, effective online and in person

Physical requirements

- Ability to work at a computer for extended periods of time, ability to communicate via phone/text and email/video conferencing.
- Occasionally lift and carry up to 25 pounds (accommodations available if needed).
- Travel: must be able to travel weekly within the SF Bay Area, regularly statewide and occasionally nationwide.

Working conditions and environment

Our staff promote a positive, collaborative and supportive environment for each other. While some periods are busier than others, JWJSF's culture strongly supports and encourages work/life balance. Work will involve occasional travel, and sometimes long and irregular hours.

The Executive Director role offers a flexible hybrid schedule, with time both in the office and working remotely. JWJSF has offices in San Francisco (near Civic Center BART) and downtown Oakland (near 12th St BART). We regularly have in-person meetings and events in San Francisco, some of which take place in the evening and on weekends.

Compensation and Benefits

The salary range for this position is \$110-122k, depending on experience. JWJSF offers an excellent benefits package currently including:

- Paid vacation that starts with 3 weeks for new employees and increases thereafter;
- Additional paid leave during a scheduled 2 week winter break;
- 401(k) contributions rising from 3% to 12% of salary, no employee match required;
- 100% employer-paid premiums for high quality family healthcare, vision and dental coverage through our union health and welfare fund.

This position is open until filled. JWJSF is an equal opportunity employer. We prohibit discrimination or harassment of any kind and provide equal employment opportunities regardless of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability, genetic information, veteran status, caste, or any other characteristic protected by law. We honor both the letter and spirit of these protections. Queer, transgender, intersex, gender non-conforming, disabled, Black, and Indigenous people of color are strongly encouraged to apply.

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