

DSG | Koya



Greenlight Fund
Bay Area Director – South Bay
San Francisco Bay Area, CA

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About GreenLight Fund

Founded in Boston in 2004, GreenLight Fund addresses barriers to economic mobility for children, youth and families in high-poverty urban areas by creating local infrastructure and a consistent annual process to:

- Identify critical needs and barriers for people experiencing poverty.
- Import innovative, entrepreneurial programs that can have a significant, measurable impact.
- Galvanize local support to help programs reach and sustain impact in the city.

In addition to funding, GreenLight Fund provides ongoing support to the organizations it brings to a city (portfolio organizations) through access to a national network of partners and city-specific relationships and knowledge, as well as expertise developed through GreenLight Fund's experience in other cities, which helps ensure their success and impact.

Currently, in addition to the founding site in Boston, GreenLight Fund has sites in Atlanta, the Bay Area, Baltimore, Chicago, Cincinnati, Charlotte, Dallas, Denver, Detroit, Kansas City, Newark, Philadelphia, Miami and the Twin Cities. Since our founding, GreenLight has launched and supported 62 innovative organizations across these sites that reached 748,525 children and families last year.

Since its inception in 2012, GreenLight Fund Bay Area has directly invested \$5.5 million to bring 7 nonprofit organizations to the Bay Area. These organizations are currently serving over 500,000 people annually, making measurable changes in food insecurity, digital equity, college persistence, math skill development, summer learning loss, early childhood education and college affordability.

In 2025, GreenLight Fund is poised for continued growth, with a focus on deepening community impact, growing to new cities, building our learning capacity, building strategic partnerships, and

centering equity in all that we do. To learn more about GreenLight Fund's work, please visit <http://greenlightfund.org/>.

The Opportunity

GreenLight Bay Area is currently seeking a dynamic, passionate, and strategic Director in the South Bay to work in collaboration with and serve as a thought partner to the Bay Area Executive Director. The Director will manage the programmatic operations alongside the San Francisco/Oakland Director, ensuring on-track progress on the site's ambitious plans towards programmatic impact.

This is a fantastic opportunity to work at the intersection of social entrepreneurship and community need and to build and support a portfolio of high-performing nonprofits to confront the community's most pressing challenges.

Responsibilities include, but are not limited to, the following:

Selection Cycle Management

- With direction from the Executive Director, lead annual selection cycle process beginning with designing and implementing an initial discovery process to assess unmet community needs.
- Establish and grow local relationships with stakeholders across the South Bay to understand potential focus areas.
- Identify and manage relationships with community-wide Selection Advisory Council members to advise on identifying high-priority community needs around the South Bay and the vetting and selecting portfolio organizations that can powerfully address them.
- Recommend focus areas for consideration for selection cycles and support facilitation of Selection Advisory Council meetings.
- Conduct thorough due diligence on potential portfolio organizations, leading site visits alongside the GreenLight Bay Area team.
- Support community engagement plan execution across the selection cycle to engage community members with lived experience navigating poverty in determining priority needs and solutions.

Portfolio Management

- Coordinate with the Executive Director to deliver ongoing support to a portfolio of organizations including monthly coaching meetings and ongoing relationship management of local donors and partners to support portfolio organizations.
- Ensure that all portfolio management deliverables are executed including annual reviews, data collection, and reporting.

Culture and More

- Participate actively in the GreenLight's network of local and national staff to share best practices, knowledge of promising social innovation, and strategies to build the network and collaborate to find and support GreenLight organizations.
- Align site's operations with organizational Strategic Plan over the next three years to deepen community impact, grow to new cities, build out our learning capacity, build strategic partnerships and center equity in all that we do.
- Travel to GreenLight national meetings (hosted by a GreenLight site) and approximately three site visits per year (meetings and site visit locations will vary).
- Bring joy, curiosity and positivity to your work and the team, along with a passion for investing in change in the Bay Area.

Candidate Profile

The Director – South Bay will be an experienced, innovative, and collaborative director with exceptional project management, communication and relationship-building skills. While no one candidate will possess every quality outlined for this position, the successful candidate will bring many of the following professional qualifications and personal attributes:

- Authentic passion for GreenLight's mission and commitment to the Bay Area community, with specific connection to or experience in the South Bay area
- Proven commitment to bringing a racial equity lens to their work and deep understanding of how systems of oppression have affected communities experiencing poverty
- 10+ years of experience with a successful track record in fast-paced, entrepreneurial environments holding positions of increasing responsibility

- Experience building relationships in Bay Area's philanthropic, nonprofit and/or business sectors, as well as knowledge of the critical social issues affecting low-income residents in the area
- Creative, collaborative, entrepreneurial, and action-oriented with an eagerness to roll up one's sleeves and work hands-on to manage towards site goals and success
- Passion for and a demonstrated commitment to social entrepreneurship and social change
- Demonstrated experience developing effective working relationships with people from a wide array of backgrounds and leading groups with a collegial and team-building approach
- Experience executing competing priorities with excellence
- Strong verbal and written communication skills and the ability to represent GreenLight Bay Area in an engaging and dynamic manner
- Experience in writing and submitting grant proposals and reports is a plus

Compensation and Benefits

The salary for this position is \$135,000. The compensation package includes:

- Health insurance through Blue Cross Blue Shield (80% paid by GreenLight)
- Dental and Vision insurance through Guardian (80% paid by GreenLight)
- Full coverage of all mental health visits through Blue Cross Blue Shield
- Safe Harbor 401k: GreenLight will match 100% of the first 3% of salary and 50% of the next 2%
- Short and long-term disability and life insurance fully paid by GreenLight
- 11 company-wide holiday closings and 3 floating holidays
- Generous PTO and parental leave
- Up to \$75 per month of cell phone reimbursement
- Up to \$100 per month of WiFi reimbursement
- Up to \$1,500 per year for professional development
- Access to Holisticly (40 Holisticly credits per month)

Candidates must be based in the Bay Area, with preference to those based in the South Bay.

This position offers flexibility to work from home or hybrid with the expectation of in-person engagements, including meetings, events, and travel.

Greenlight Fund is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants.

Contact

Koya Partners | Diversified Search Group has been exclusively retained for this engagement, which is being led by Cassie Scarano and Ariella Pasackow. To apply, please submit a compelling cover letter and resume by filling out our Talent Profile no later than August 22, 2025. All inquiries are strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

About DSG | Koya

DSG | Koya, a DSG Global company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, DSG | Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. DSG | Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

DSG Global is consistently recognized by Forbes on its top 10 list of "America's Best Executive Recruiting Firms" and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams. Learn more about DSG | Koya via the [firm's website](#).