



Position: Policy Analysis Intern (2 Positions Available)

Position Type: Internship

Start Date: Flexible, November 2016 – January 2017

Reports to: Real Estate Working Group

Duration: 3 Months

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About SFEDA: SFEDA is a collaboration of nonprofit organizations that provide training, funding and ongoing support for small and micro businesses in San Francisco. Our mission is to help low-and moderate-income San Franciscans improve their quality of life by strengthening small businesses and microenterprises. We achieve this mission by formalizing referrals between organizations, actively advocating at the City level for small businesses, leveraging resources and best practices and maintaining meaningful partnerships.

Small and micro businesses are a critical component of economic development, inspiring a high quality of life across the country and in San Francisco. Entrepreneurs create jobs, protect diversity, and innovate, helping to create vibrant neighborhoods and strong local economies. Members of the San Francisco Economic Development Alliance (SFEDA) help low- and moderate-income San Franciscans start and expand micro and small businesses by providing a spectrum of services that ensure entrepreneurs receive the training, funding and ongoing support they need to be successful.

Providing a comprehensive range of programs, SFEDA member organizations positively impact San Francisco's economy by helping entrepreneurs launch and grow their businesses.

Position Overview: The Policy Analysis intern will produce a report on the current commercial and retail real estate conditions in San Francisco, and provide policy recommendations that can be made to developers, landowners, and the City itself.

The SFEDA represents the interests of many small businesses, many of which are minority-owned, woman-owned, low income, legacy businesses, and start-up businesses that are feeling pressure from the ever-tightening commercial real estate market to relocate due to rising rents, or close up shop completely. Simultaneously, many new residential housing developments are being constructed across the City and are mixed-use properties, providing ground floor retail opportunities as well as increased housing and foot traffic.

Although this new retail frontage only represents a small portion of developers' real estate portfolio, the price per square foot nevertheless remains out of reach for many long-standing, neighborhood-serving businesses. The Policy Analysis Intern will assess the current conditions, and offer remedies such as incentives and recommendations using data from the Bay Area and other cities in the report that can be looked to as a guide for retaining and proliferating small business ownership in San Francisco.

Responsibilities:

- Assess current political and economic conditions in San Francisco in order to make informed decisions on policy.
- Develop relationships with members of the SFEDA to gain insight into the small business atmosphere in San Francisco.
- Meet with small business owners and discuss the daily issues they face to inform policy recommendations
- Research new real estate developments and assess benefits and subsidies that are already being received and how they can be amended/improved to benefit small businesses
- Research incentives and commercial/industrial policies in other municipalities that can be mirrored in San Francisco to create robust policy for small business growth
- Access the existing stock of commercial space to gauge availability and price and compare to commercial space coming online with new developments
- Develop a pitch/strategy to encourage existing developments to rent space to small businesses
- Produce a detailed report on current real estate conditions for small businesses and provide a list of policy recommendations that can be used as a guide for crafting a citywide policy to protect and grow small business in San Francisco
- Present findings to the SFEDA Executive Committee members and various interest groups
- Commitment of 15 – 20 hours per month

Qualifications:

- Currently or recently enrolled in a Bachelor's/Master's Degree program in the areas of business, real estate, public policy, urban planning, or law.
- Proficiency in use of spreadsheet, database, and presentation applications including Excel and PowerPoint.
- Strong Project Management skills
- Strong interpersonal skills
- Understanding of economic development issues
- Understanding of city governance
- Demonstrated ability to work independently
- Strong written and oral communication skills, including public speaking

Compensation: The Policy Analysis Intern will gain valuable real-world experience and first-hand knowledge of the economics of small businesses during their time with SFEDA. They will also learn first-hand the collaboration and partnerships that are made amongst community partners in order to influence wider policy reform to create equitable economic development in a major city. SFEDA will also provide a \$500 stipend.

Intern will also have the opportunity to work out of desk space at the offices of various SFEDA member organization locations.