

**Economic & Community Development Specialist**  
**Program & Policy Evaluation**  
**Project Management & Facilitation**

## education

**UNIVERSITY OF CALIFORNIA** | Berkeley, CA | 2010 (expected)  
**Master of City Planning**

**NORTHWESTERN UNIVERSITY** | Evanston, IL | 2000  
**Bachelor of Arts in History**

## professional experience

**MAYOR'S OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT** San Francisco, CA | 6/2009-Present  
**Neighborhood Economic Development Planner**

- Design & conduct a needs assessment to improve economic development programs & evaluate their impact.
- Plan & evaluate the economic development component of San Francisco's community development block grant program.

**UC BERKELEY DEPARTMENT OF CITY & REGIONAL PLANNING** Berkeley, CA | 8/2009-Present  
**Graduate Student Instructor**

- Lead discussions, coordinate logistics, & evaluate student performance under the direction of Professor Malo Hutson.
- Co-led (in Fall 2009) the MCP Forum, a 1-unit course on the pursuit of a professional career in urban planning.

**UC BERKELEY CENTER FOR CITIES & SCHOOLS** Berkeley, CA | 1/2009-12/2009  
**Research Fellow**

- Coordinated the SF Public School Facilities as Public Assets project, an effort to establish a policy for community utilization of school facilities in San Francisco.
- Determined the fiscal impact of the use of public school facilities by third party groups.
- Conducted research on joint use policies in other communities; supported the development of a local stakeholder group to inform the creation of San Francisco's policy.

**UC BERKELEY CENTER FOR COMMUNITY INNOVATION** Berkeley, CA | 12/2008-1/2009  
**Graduate Student Researcher**

- Collected, mapped, & analyzed San Francisco public housing data under the direction of Professor Karen Chapple.
- Evaluated the impact of public infrastructure investment on land values & gentrification.

**UNITED WAY OF THE BAY AREA** San Francisco, CA | 3/2003-6/2008  
**Director, Crisis Preparedness, Response, and Recovery** (10/2007-6/2008)

- Oversaw a grantmaking portfolio of over \$500,000 that focused on strengthening crisis preparedness, response, & recovery capacity in the Bay Area.
- Strengthened the region's disaster response network by collaborating with the Bay Area's leading disaster response agencies to develop processes, agreements, and relationships.
- Supervised program associate and support staff.
- Responded to media inquiries regarding the organization's crisis-related activities; appeared on television and radio public affairs programs to discuss community safety issues.

# Jordan Klein

## **UNITED WAY OF THE BAY AREA** (continued)

San Francisco, CA | 3/2003-6/2008

### **Program Officer** (8/2004-9/2007)

- Oversaw a grantmaking portfolio of over \$1,000,000 that focused on preventing and eliminating poverty in the Bay Area; evaluated proposals, managed communications with, and tracked outcomes for over thirty-five grantees.
- Built & strengthened partnerships with organizations and individuals in the public, private, and nonprofit sectors.
- Managed the Children & Youth Council, an advisory committee of business leaders and issue experts that reviews grantmaking and oversees community initiatives.
- Chaired the Katrina Assistance and Recovery Effort (SF KARE), a committee of nonprofit organizations and individuals that responded to the long-term recovery needs of Hurricane Katrina survivors who relocated to the Bay Area.

### **Data Management Officer** (3/2003-12/2003)

- Determined & implemented organizational strategy for data management and analysis.
- Managed & tracked the grantmaking process, including communication with candidate organizations to ensure eligibility, and collaboration with finance department staff to guarantee prompt payments to grantees.

## **PIPEVINE INC**

San Francisco, CA | 4/2001-3/2003

### **Webmaster** (5/2002-3/2003)

- Programmed & deployed graphical user interface for PledgeEdge, an Internet-based application for processing charitable donations, in cooperation with graphic designers and marketing executives.
- Designed & implemented Internet-based application for coordinating Wells Fargo's Employee Matching Gift program.

### **Product Manager** (4/2001-4/2002)

- Handled data reporting and analysis for the fundraising campaigns of multiple clients, including United Way of the Bay Area, Bank of America, and Union Bank of California.
- Designed & deployed customized database utilities for multiple departments, including finance and customer service, which resulted in enhanced efficiency and improved communications.

## volunteerism

## **THE BIKE KITCHEN**

San Francisco, CA | 2/2008-Present

### **Organizational Development Consultant**

- Designed & implemented a succession planning process to identify new leaders, and transitioned key responsibilities, including fiscal and organizational oversight.
- Facilitate board meetings; enable board members to identify and pursue immediate and long-term goals.

## **CITIZENS COMMITTEE ON COMMUNITY DEVELOPMENT**

San Francisco, CA | 11/2005-6/2009

### **Board Member**

- Appointed to the 16-member committee by Mayor Gavin Newsom in November 2005.
- Chosen to chair the Economic Development subcommittee in October 2008.
- Served on subcommittees to determine the distribution of San Francisco's annual allotment of federal Community Development Block Grants (approximately \$22 million).
- Oversaw the work of the Mayor's Office of Community Investment and Mayor's Office of Housing.

## awards, computer skills, & interests

### **Awards**

UC Berkeley Department of City & Regional Planning, 2009 Fellow; United Way Resident Fellows 2007

### **Computer Skills**

Expert in Microsoft Windows & Office suite, Microsoft Access and other database programs, Adobe program suite. Working knowledge of ArcGIS, HTML, JavaScript, and CSS.

### **Interests**

Accomplished bluegrass musician, performing regularly around CA. Enthusiastic traveler; have visited 35 countries on 6 continents.