

# Stephanie M. Cajina

## RELEVANT SKILLS

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### **Government & Community Relations**

Intergovernmental Relations & Community Partnerships • Executive Advising • Civic Engagement & Public Affairs Strategy • Policy Development & Implementation Support • Stakeholder Outreach & Public Consultation • Government Grant & Contract Management • Community Benefit Agreements (CBAs) • Advocacy Campaign Development • Legislative & Regulatory Analysis • Constituent Affairs • Culturally Competent Community Engagement

### **Strategic Community Development & Program Development Leadership**

Government Grant Program Design • Place-based Economic Development • Commercial Corridor Development • Emergency Response Management • Community Investment & Impact Strategy • Public-Private Partnership Development • Policy and Data Analysis for Equity Outcomes • Social Impact Measurement & Evaluation • Strategic Planning & Policy Alignment • Community Needs Assessment & Asset Mapping • Change Management & Organizational Alignment • Direct Service Program Design with Measurable Outcomes

### **Leadership & Collaboration Skills**

Multi-Stakeholder Engagement & Coalition Building • Systems Thinking & Social Innovation • Cultural Competence & Community-Centered Design • Consensus Building & Facilitation • Strategic Communication & Persuasive Writing • Relationship Management & Trust-Building Executive Stakeholder Management • Coalition & Network Building •

### **People Management Skills**

Team Leadership & Staff Development • Cross-Functional Collaboration (Finance, HR, Legal, Comms) • Inclusive Leadership & DEI Integration • Negotiation & Conflict Resolution • Adaptive Leadership in Complex Systems • Organizational Development

### **Core Financial Management Skills**

Financial Planning & Analysis (FP&A) • Budget Development & Oversight • Forecasting & Variance Analysis • Cash Flow Management • Financial Modeling & Scenario Planning • Cost Allocation & Cost Control • Capital Planning & Asset Management • Fund Accounting (for Nonprofit/Government) • Grant Budgeting & Compliance • Audit Preparation & Coordination • Financial Reporting & Statements • Internal Controls & Risk Mitigation • Fiscal Accountability

### **Philanthropy, Grantmaking & Resource Management**

Government Grantmaking Operations and Program Development (Federal and Local Government sources) • Grant Portfolio Management • Proposal Review & Funding Allocation • Impact Investing & Social Return on Investment (SROI) • Donor Relations & Stewardship • Compliance with Government & Nonprofit Regulations

### **Impact Reporting & Communications**

Impact Reporting & Data Visualization • Storytelling for Social Impact • Executive & Board-Level Presentations • Public Communications & Media Relations • Annual Impact Reports & Case Studies • Digital Engagement & Social Media Strategy • Internal Communications for Employee Engagement

### **Technical & Reporting Tools**

Salesforce Philanthropy Cloud • Airtable (Impact Dashboards) • Microsoft Excel (Grant Tracking & Budgeting) • Asana • Survey Monkey • QuickBooks • ArcGIS • Salesforce

### **Additional Skills:**

Bilingual - Fluent in Spanish (Written and Spoken) • Nonprofit Management • Executive Strategy • Strategic Planning • Project Management • People Management • Organizational Strategy • Legistar (Granicus) • Civic Plus • Microsoft Office • Adobe Photoshop and InDesign

## RELEVANT EXPERIENCE

**SFMTA Board of Directors**, San Francisco, California

February 2022 – Present

*Board Director, Vice-Chair (January 2023 - Present), Interim-Chair (November 2024 - January 2025)*

First Latina ever appointed to the SFMTA Board of Directors. Appointed by Mayor London Breed and unanimously confirmed by San Francisco's Board of Supervisors. Provide policy and fiscal oversight for a \$1.4B+ agency, advancing equitable, community-centered transportation solutions.

**Top priorities & responsibilities:** Collaborate with city departments and community stakeholders to guide capital project planning, ensure contract and program accountability, and align initiatives with equity, climate, and safety goals. Support cross-sector partnerships and advocate for investment in underserved neighborhoods. **Member: Vision Zero Subcommittee**

**Youth Speaks, Inc.** San Francisco, CA

April 2022 – August 2025

*Deputy Director*

Directed and managed financial health and budget, operations, and organizational development of Youth Speaks (\$4m budget), managed and grew \$3M reserves through one-time strategic spending and investment strategies, enhanced the internal controls and processes, and built the infrastructure to drive impact through sound and effective fiscal management.

**Top priorities & responsibilities:** Financial Planning & Analysis (FP&A) • Staff lead for Board Finance and Investment Subcommittee • Budget Development & Oversight • Audit Preparation & Coordination • Grant Budgeting & Compliance • Forecasting & Variance Analysis • Fund Accounting (for Nonprofit/Government) • Cash Flow Management • Financial Modeling & Scenario Planning • Cost Allocation & Cost Control • Multi-Year Financial Planning • Capital Planning & Asset Management • Financial Reporting & Statements • Internal Controls & Risk Mitigation Finance • Fiscal Policy Development, Restricted Fund Management, Operations, Procurement and Contract Negotiations, Change Management, and HR/People Management • Internal Leadership for Organization, Supervision, and Strategy • Managed 4 Direct Reports and 4 Departments; Board Support and Stewardship.

**City of Napa, Economic Development Division** Napa, California

September 2019 – April 2022

*Senior Development Specialist*

Shaped and implemented economic development strategies, including workforce development, economic diversification, small business financial and technical assistance, business retention and attraction, and placemaking programming for the City of Napa • Managed Economic Development Division Budget • Managed and led the City of Napa's Small Business programs, including CDBG grants programs during COVID-19 Pandemic • Built internal and external partnerships and methods to create healthy business ecosystem, including with the Workforce Alliance of the North Bay and the Small Business Development Center • Presented Economic Development Legislative and Programmatic Updates to City Council • Cross-collaborated with other City departments on complex projects • Managed City of Napa's Tourism Improvement District (TID) and Property Business Improvement District (PBID) Budget • Liaised with local non-profit partners, small business stakeholder groups, local leaders to address high level opportunities and concerns of the business community • Shaped and led the City of Napa's Equity Initiative • Co-project lead for the City of Napa's National League of Cities initiative together with the City of Napa's Housing and Planning Divisions

**Top priorities & responsibilities:** Grant & Program development targeting small business affected by COVID-19 Pandemic • Strategic Communication & Presentation • Cross-Sector Collaboration (Public, Nonprofit, Private) • Financial Planning & Analysis (FP&A) for special districts • Budget Development & Oversight • Cash Flow Management • Cost Allocation & Cost Control • Fund Accounting (for Nonprofit/Government) • Federal and Local Government Grant Budgeting & Compliance • Financial Reporting & Statements • Internal Controls & Risk Mitigation Finance • Procurement & Contract Compliance • Leadership in Equity-Based Budgeting • Decision-Making Under Uncertainty • Constituent Affairs for Business Community

**Excelsior Action Group (EAG)** San Francisco, California

June 2014 – August 2019

*Executive Director*

Led, shaped, and directed implementation of organizational mission together with EAG Board of Directors • Directed, oversaw and implemented Mayor's Office of Economic and Workforce Development (OEWD) Invest in Neighborhoods program work in the Excelsior, Outer Mission, and Lakeview Commercial Corridors

*Recognitions received under leadership*

*Kenny Alley-Best Community Challenge Grant Project (SF Neighborhood Empowerment Network, 2017) • Kenny Alley-Activation Award (SF Beautiful, 2017) • Excelsior Action Group-Activation Award (SF Beautiful, 2015) • Excelsior: Comeback Neighborhood*

of the Year (Neighborhood Empowerment Network, 2015) • *Excelsior: The Curbed Cup Neighborhood of the Year* (Curbed San Francisco, 2014)

**Top priorities & responsibilities:** Co-creating and implementing place-based economic development strategies • Board Stewardship • Developed grant programs for small business • Manage financial health of organization and fundraise for sustainability of key programs • Budget Development & Oversight • Forecasting & Variance Analysis • Multi-Year Financial Planning • Cash Flow Management • Cost Allocation & Cost Control • Capital Planning & Asset Management • Fund Accounting (for Non-profit/Government) • Grant Budgeting & Compliance • Financial Reporting & Statements • Fiscal Policy Development, Restricted Fund Management, Operations, Procurement and Contract Negotiations • Developed and evaluated business corridor programs • Mobilized and sustained partnerships with a wide spectrum of state, city, and non-profit agencies • Worked with moderate to low-income small business owners to promote sustainable business practices • Project managed small to large scale community-led capital improvement projects • Established organization as its own independent 501(c)(3) tax-exempt entity and completed fiscal sponsorship termination process and separation of assets

**The Mission Asset Fund (MAF) San Francisco, California**

May 2013 – June 2014

*Program Manager*

Supported low-income and immigrant families on building assets and promoting equitable access to US financial systems

**Top priorities & responsibilities:** Developed performance metrics and program evaluations • Recruited, vetted, coached, and supported national non-profit partners on their successful implementation of the Lending Circles program • Managed local Lending Circles for Citizenship program, a program geared towards providing a low-cost peer-lending loan that financed the application cost for US Citizenship applications • Developed and managed partner agreements • Led and designed pilot SMS Financial Education Platform in order to make financial coaching more accessible to clients • Managed Financial Education Program, which included teaching Financial Education Classes in both Spanish and English, working with contractors to design and launch online Financial Education platform, and working with contractors to develop SMS (text) financial education tool • Managed portfolio of up to 60 San Francisco Lending Circles Program participants • Referred clients to partners with programs that tackled a variety of barriers for financial independence: low-cost checking and savings accounts, domestic violence counseling, immigration status, legal support, and other needs • Represented the MAF at events, committees, and functions such as the Ford Foundation Conference, Federal Reserve of San Francisco Conference, and as Member of the Univision Consumer Protection Committee

**Fundación Puente de la Solidaridad Cochabamba, Bolivia**

June 2007 – August 2007

*International Fair Trade Consultant*

Trained women-led textile cooperatives to comply with Fair Trade Labor Standards and launch their businesses globally • Liaised between Bolivia office and Chicago office • Led and organized meetings in Spanish with cooperative leaders in connection with the implementation of Free Trade Labor Standards • Translated labor standards and Fair Trade agreements into Spanish for wide distribution amongst cooperative members • Interviewed cooperative leaders and workers • Documented cooperative business practices for structural obstacles in labor compliance efforts

## EDUCATION

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**Cornell University**, College of Architecture, Art, and Planning, Ithaca, New York

*Bachelor of Science in Urban and Regional Planning*

January 2011

**University of Texas at San Antonio**, College of Public Policy, San Antonio, Texas

*Nonprofit Management Training, Professional Development Institute*

March 2014

**National Association of Latino Community Asset Builders (NALCAB)**, San Antonio, Texas

March 2014 – November 2014

*Fellow*

A competitive national program for Latinx leaders in the community development field. The 9-month fellowship takes a deep dive into economic development policy and advocacy, asset-building program innovation, equitable neighborhood development, and nonprofit management. Fellows are taken to site visits throughout different US cities for in-depth immersion into best practices in the asset-building field.

## LEADERSHIP and NETWORKS

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**Chicano Latino Caucus**, Sacramento, California

November 2020 – June 2025

*Vice-Chair of Region 1 - Northern California Bay Area*

The Chicano Latino Caucus is the largest Latinx Democratic Party organization in the nation.

- Napa County Hispanic Chamber of Commerce**, Napa, California February 2021 – April 2022  
*Board Member*  
 The NCHCC is devoted to the economic advancement of the Napa County Latinx population's business community and facilitating business, social, educational, and government relationships.
- Napa Valley Community Foundation**, Napa, California January 2021 – April 2022  
*Scholarship Committee Member*  
 A program dedicated to bridging the gap for high school students, teachers, veterans, college students, and music students seeking higher education. Screened applicants for various higher education grant programs.
- Chief Scott's Latino Community Advisory Forum**, San Francisco, California May 2019 – September 2019  
*Member*  
 The San Francisco Police Department's advisory forum to address issues of concern of San Francisco's Latinx community.
- SFMTA Small Business Working Group**, San Francisco, California January 2017 – September 2019  
*Member*  
 Working Group organized by San Francisco Municipal Transit Agency (SFMTA) on January 2017 of select small business representatives to work in partnership with SFMTA to ensure meaningful outreach and engagement on SFMTA projects and policies initiatives.
- Excelsior Works!**, San Francisco, California January 2016 – September 2019  
*Steering Committee Member*  
 A multilingual workforce development agency that provides culturally competent services to address workforce disparities.
- Vision Zero Coalition**, San Francisco, California May 2015 – September 2019  
*Coalition Member*  
 The Vision Zero Coalition was formed to advocate for the adoption of Vision Zero, and to ensure the implementation of policy concerns from the communities represented. The Vision Zero Coalition includes more than 35 community-based organizations, nonprofits, and civic groups representing communities across the city, and especially those most impacted by traffic deaths, including low-income communities and communities of color, seniors, and people with disabilities.
- Excelsior Collaborative (EC)**, San Francisco, California May 2015 – September 2019  
*Steering Committee Member*  
 A collective made up of 25 community-based organizations providing support to residents, students, and people receiving services in San Francisco's 11<sup>th</sup> Supervisorial District. As a grantor, the EC awards and administers over \$50,000 of community grants – Community Action Grants. Steering Committee members managed the financial health of the collaborative in partnership with its fiscal sponsor, advocated with City officials for the EC's strategic goals, and organized agendas and facilitated the EC's monthly meetings.
- Univision Consumer Protection Group (UCPG)** San Francisco, California June 2013 – June 2014  
*Member*  
 The Univision Consumer Protection Group was an initiative led by the Univision (Bay Area, Channel 14) Network to create segments and financial counseling services to the Bay Areas Latinx viewers around asset building and consumer protection laws. The group was made up of nonprofit leaders within the Bay Area. Members pitched ideas for segments to air during the news hour, appeared during news segments to inform viewers on key financial services, and acted as advisors during financial counseling call-in hours.
- San Francisco Family Support Network (SFFSN)** San Francisco, California June 2013 – June 2014  
*Coordinating Council (CC) Member*  
 The San Francisco Family Support Network works collectively to achieve quality programs, coordination of resources, and policies that support all San Francisco families. Coordinating Council members were charged with collaborating and providing oversight on decisions pertaining to issues, policies, and activities affecting families in San Francisco. In addition to this, CC members provided input for the development of SFFSN work plans and objectives.

## **AWARDS, PUBLICATIONS, and SPEAKING ENGAGEMENTS**

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<b>California Legislature Assembly Certificate of Recognition - Assemblymember David Chiu</b>	August 2019
Recognition for leadership and distinguished work and efforts to support small business owners, commitment to District 11, and the greater San Francisco.	
<b>Community Impact Award</b>	August 2019
Recognition for unwavering support of San Francisco District 11's merchants and residents.	
<b>D11 Democratic Club 2019 Community Leader Awardee</b>	June 2019
Recognition for advocacy in support of D11's residents and businesses.	
<b>American Planning Association, National Planning Conference 2019</b> , San Francisco, CA	April 2019
Presenter, Mobile Workshop, "Ever Upward: Outer San Francisco"	
<b>Excelsior Outer Mission Neighborhood Strategy</b> , San Francisco, CA	December 2018
Co-author, together with staff from OEWD and SF Planning Department	
<b>Univision 14 KDTV, San Francisco, CA</b>	August 2013
Presenter, Segment "Consumidor al día: Préstamos a los Dreamers"	