



LANDSCAPE ARCHITECTURE FOUNDATION

Job Announcement Program Manager

The Landscape Architecture Foundation (LAF) seeks a relationship-focused, results-oriented Program Manager to join our small, dynamic, and collaborative team. The Program Manager will coordinate LAF's leadership programs and student scholarships. The Program Manager plays a critical role in achieving LAF's goal to cultivate the next generation of design leaders and will interact with some of the leading designers and thinkers in landscape architecture and related professions. The full-time, 40 hour/week position is located in Washington, DC.

LAF is a national, 501(c)(3) nonprofit organization that invests in research, scholarships, and leadership initiatives to increase the influence and impact of landscape architects to create a more sustainable and equitable future. The size and prominence of the 50-year-old organization has grown substantially in recent years, and the Program Manager joins a passionate and dynamic team.

The Program Manager will lead three existing programs, which require strong project management, relationship building, and creative problem solving skills. Overarching responsibilities include:

- Conduct strategic planning, program evaluation and reporting, and program enhancement
- Establish and maintain relationships with academic departments, jurors, program participants, and award winners
- Foster ongoing engagement with LAF and build a community among past program participants and award winners
- Help promote the various programs and award recipients through the LAF website, newsletter, press releases, magazine ads, social media, and other communications
- Serve as the primary point of contact and manager for LAF's online application system
- Lead monthly conference calls for the LAF Education Committee, Leadership Committee, and LAF Olmsted Scholar Task Force which include members of the LAF Board of Directors, Olmsted Scholars Alumni Network, and other thought leaders

LAF Student Scholarships and Fellowships

The Program Manager administers the ~10 scholarships that LAF offers to landscape architecture students annually and will help to position the program for growth in future years. The awards reward superior student performance, encourage diversity, support original research, and assist students with unmet financial need. Responsibilities include:

- Manage the annual application and selection process for the ~10 scholarships, including advertising, responding to inquiries, receipt of materials, and eligibility verification
- Coordinate scholarship juries, including selection of jurors, logistical and administrative support for jury phone calls, and facilitation of the decision-making process
- Maintain relationships with scholarship sponsors, including production of annual reports
- Establish/maintain contact with past winners and collect "Where Are They Now" stories

Olmsted Scholars Program

LAF's *Olmsted Scholars Program*, with its \$25,000 graduate and \$15,000 undergraduate prize, is the premier national leadership award and recognition program for landscape architecture students.

Program Manager responsibilities include:

- Manage the annual nomination and selection process for ~75 scholars, including coordination of two juries and facilitation of the decision-making process
- Oversee the Olmsted Scholar recognition events, including a luncheon, leadership conversations, and a certificate ceremony held during the LAF Annual Meeting
- Execute a quarterly Olmsted Scholar webinar series, including curation of topics and speakers
- Coordinate and provide support to the Olmsted Scholars Alumni Network throughout the year through organized engagement opportunities, initiatives, and events
- Continue to strengthen the alumni network for the growing community of over 600 Olmsted Scholars and further engage them in the work of LAF

LAF Fellowship for Innovation and Leadership

The \$25,000 fellowship is an opportunity for mid-career or senior-level landscape architects to dedicate the equivalent of 3 months' time over the course of one year to a proposed project while developing leadership capacity as part of a small cohort. Fellows participate in three 2.5-day residencies, as well as monthly conference calls. Program Manager responsibilities include:

- Manage the annual application and selection process for the ~6 fellowships, including inquiries, receipt of materials, and facilitation of the decision-making process
- Organize and manage two annual 2.5-day residencies for Fellows in Washington, DC in conjunction with fellowship facilitators and invited critics
- Cultivate and maintain a supportive, enriching, and high-quality fellowship experience by facilitating online dialogue, coordinating monthly check-in calls, and monitoring progress
- Help plan and deliver an annual half-day symposium, in which the outgoing cohort of Fellows presents their work, held in conjunction with LAF's other spring leadership events
- Foster and maintain a community of past Fellows

General Support

Other duties include general organizational and communications support:

- Contribute to the LAF website, blog, newsletter, Annual Report, social media channels, and other communications pieces
- Cultivate relationships with professional and academic partners
- Attend and provide program updates at biannual meetings of the LAF Board of Directors
- Assist with events and fundraising activities

Minimum Qualifications:

- Bachelor's degree and at least 2-5 years of proven program or project management experience
- Excellent organization, problem-solving skills, and attention to detail
- Ability to track deadlines and manage competing priorities
- Excellent written and verbal communication skills
- Strong interpersonal and relationship-building skills
- Personable, creative, collaborative, and resourceful persona
- Ability to travel 1-3 times per year for conferences within the U.S.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)
- Familiarity with tools to facilitate remote communication and collaboration (e.g. Skype, GoToMeeting, Google Drive, Slack)
- Ability to stay organized and thrive in a dynamic, fast-paced small organization

Preferred Qualifications:

- Strong interest and/or background in landscape architecture, urban design, urban studies, or a related environmental or design field
- Experience managing scholarships, fellowships, awards programs, or alumni networks
- Experience in program development and strategic planning
- Experience in conducting trainings and/or presentations
- Graphic design/visual communication skills and proficiency with Adobe Creative Suite (Photoshop, InDesign, Illustrator)

Starting salary range is \$55,000 - \$65,000, commensurate with experience. LAF offers opportunities for growth based on employee performance. LAF provides a comprehensive benefits package, including health insurance, vacation/sick pay, and an employer-matching 401(k) program.

The ideal start date is April 2019. Applications will be reviewed on a rolling basis.

To apply

Submit letter of interest, resume, and three references to laf@lafoundation.org with the subject line "Program Manager Position". Please indicate how you found this opportunity. No phone calls please.

LAF is a national 501(c)(3) nonprofit organization founded in 1966 with the mission to support the preservation, improvement and enhancement of the environment. LAF invests in research, scholarships, and leadership initiatives to increase our collective capacity to achieve sustainability.