



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 student scholarships, new BIPOC scholarship-internship-mentorship program, and other DEI-focused initiatives. This position plays a critical role in achieving LAF's goals to strengthen and diversify our global capacity as a profession and cultivate the next generation of design leaders. The full-time, 40 hour/week position is located in Washington, DC.

LAF is a national, 501(c)(3) charitable organization that invests in research, scholarships, and leadership initiatives to increase the influence and impact of landscape architects to create a sustainable, healthy and equitable future. The Program Manager joins a passionate and forward-thinking team that is engaged with leaders and next practices in landscape architecture.

Primary Responsibilities

The Program Manager will take on management of LAF's existing scholarships program and will play a critical role in finalizing the development and launch of a new program to overcome identified barriers for BIPOC students in their landscape architecture education and entry into practice. This position will also inform, support, and implement other DEI-focused strategies. Overarching responsibilities include:

- Conduct strategic planning, program evaluation and reporting, and program enhancement
- Establish and maintain relationships with academic departments, jurors, potential applicants, and partner organizations
- Foster ongoing engagement with LAF and build community among past program participants and scholarship winners
- Help promote the program participants and scholarship recipients through the LAF website, newsletter, press releases, magazine ads, social media, and other communications
- Provide staff support for LAF's Education Committee and DEI Committee, which include members of the LAF Board of Directors and other thought leaders."

LAF Student Scholarships

The Program Manager administers the scholarships that LAF offers to landscape architecture students annually and helps with the establishment of additional scholarships. 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 ~17 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 and maintain contact with winners and collect “Where Are They Now” stories

BIPOC Scholarship-Internship-Mentorship Program

Building on its scholarship programs and several years of work from LAF's DEI Committee, LAF has worked to scope and develop a coordinated and comprehensive Scholarships + Internships + Mentorship program for BIPOC landscape architecture students. Program participants will receive annual financial support, annual summer internships, and access to mentors throughout their educational path and into the start of their professional careers. The Program Manager will finalize the development of this new program for announcement in summer/fall 2022, manage the phased implementation of program elements tied to fundraising milestones, evaluate and refine the program, and manage the program on an ongoing basis. Responsibilities include:

- Work with the LAF DEI Committee and partners to finalize the program details and oversee the program launch and phased implementation.
- Manage the application and selection process for 3 new awardees annually (up to 15 total participants in the program at one time as awardees advance through school), including coordination of the jury and facilitation of the decision-making process
- Manage the annual internship portion for each awardee (up to 15), including establishing relationships with internship providers and parameters for participation
- Coordinate and act as administrator for the mentorship portion of the program in partnership with identified organizations
- Cultivate and maintain a supportive, enriching, and high-quality experience for awardees, mentors, and internship providers by facilitating communication, coordinating check-in calls, and monitoring progress
- Build community among awardees as well as a supportive alumni network that continues to engage with the program and LAF

DEI Initiatives

LAF currently has a three prong strategy for increasing diversity, equity and inclusion (DEI) within the discipline of landscape architecture that includes: LAF programs and operations; highlighting existing people and practices; supporting the discipline to increase DEI. The Program Manager will work with LAF Director of Operations and the LAF DEI Committee to continue LAF's various ongoing initiatives and identify new strategic opportunities.

General Support

Other duties include general organizational and communications support:

- Contribute to the LAF website, 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 (equivalent experience will be considered) and at least 2-5 years of proven program or project management experience
- Cultural competence and the ability to work with people from diverse backgrounds and lived experiences; empathetic and open-minded persona
- Experience, passion, and demonstrated understanding and application of the concepts related to diversity, equity and inclusion
- Strong interpersonal, collaborative, and relationship-building skills
- Excellent organization, problem-solving skills, resourcefulness, and attention to detail
- Ability to track deadlines and manage competing priorities
- Excellent written and verbal communication skills
- 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 for remote communication/collaboration (Zoom, Google Drive, Slack)
- Ability to stay organized and thrive in a dynamic, fast-paced small organization

Preferred Qualifications:

- Experience in program development and strategic planning
- Experience managing scholarships, fellowships, awards programs, or alumni networks
- Experience with student mentoring and/or mentorship programs
- Interest and/or background in landscape architecture, urban design, urban studies, or a related environmental or design field

LAF strongly encourages people from historically underrepresented communities to apply, including people of color, LGBTQ people, and people with disabilities.

Compensation and Benefits

Starting salary range is \$60,000 - \$67,500, commensurate with experience, plus the opportunity for an annual performance bonus of up to 5% of salary. LAF offers opportunities for growth based on employee performance. LAF provides a comprehensive benefits package, including health, dental, life, and disability insurance, vacation/sick pay, an employer-matching 401(k) program, and an annual performance bonus opportunity.

The ideal start date is January or February 2022.

Due to the COVID-19 pandemic, LAF staff are currently working a hybrid schedule with at least one day per week when all staff are expected to be on-site in LAF's office. The office is located in downtown Washington, D.C., is easily accessible by multiple public transit options, and has an on-site fitness facility, secure bike parking, roof deck, and additional amenities.

Application Instructions

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.

Applications will be reviewed on a rolling basis.

LAF is an equal opportunity employer. We are committed to creating a welcoming and inclusive environment for all employees.