



# LANDSCAPE ARCHITECTURE FOUNDATION

## **Job Announcement Operations Associate**

The Landscape Architecture Foundation (LAF) seeks an enthusiastic, highly organized, multi-talented Operations Associate to join our small, dynamic, and collaborative team to support LAF's growing needs. The ideal candidate must be organized with a demonstrated ability to work across multiple areas of an organization. The part-time, 30 hour/week position is located in Washington, DC. LAF staff work a hybrid schedule with at least two fixed days per week in LAF's downtown DC office.

The Operations Associate will work closely with the Director of Operations to manage LAF's day-to-day office needs, bookkeeping, record management, and implementation of new and improved systems to support LAF's growth. The Operations Associate will also support LAF's programs in an administrative capacity as needed. This position offers a unique opportunity to learn and grow with the organization, demonstrate leadership skills, and to help enhance organizational structure in a growing, dynamic non-profit.

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 and strengthen the discipline to take on defining issues like climate change and inequity. The Operations Associate joins a passionate and forward-thinking team that is engaged with the leaders and next practices in landscape architecture.

### **Primary Responsibilities**

This position will work in collaboration with LAF senior leadership and staff to support administrative needs across LAF's operations, finance, and programs. Core responsibilities include managing the day-to-day office needs of LAF, managing LAF's organizational calendar, assisting and supporting the Director of Operations with bookkeeping, annual audit and reporting requirements, recordkeeping, research into enhanced organizational and HR systems, and providing administrative support to LAF's programs as needed.

This position reports to the Director of Operations. As staff in a small organization, the Operations Associate also serves on an integrated team providing input and support to LAF's programmatic, event, outreach, and partnership initiatives, as well as operations and strategic planning. The Operations Associate will have the following responsibilities:

- Provide administrative management and support for LAF in collaboration with the Director of Operations
- Manage day-to-day office needs, including supplies, equipment, IT with outside IT company, and other duties as required
- Manage recordkeeping, including organization, finance, and operational systems
- Support Director of Operations with bookkeeping to include A/R, A/P, and invoicing
- Assist Director of Operations with the annual audit and reporting requirements including the IRS Form 990 filing

- Manage the organizational calendar and related necessary support
- Identify and support opportunities for improved and enhanced operations and human resources policies
- Manage LAF's responsibilities as a partner and approved provider through the Landscape Architecture Continuing Education System (LA CES), including the awarding of continuing education credits for attendees of LAF's qualifying webinars and events.
- Other duties in support of LAF's operation and programs as assigned

### **Minimum Qualifications**

- 1-3 years previous experience in operations and administration for a non-profit or related organization
- Strong organizational and problem-solving skills
- Strong computer skills including demonstrated proficiency with MS Office Suite
- Excellent written and verbal communication skills and attention to detail
- Ability to manage competing priorities, track deadlines, and perform a variety of standard and frequently complex administrative duties and responsibilities
- Team player with outstanding interpersonal skills

### **Preferred Qualifications**

- Experience with QuickBooks and CRM databases
- Experience with bookkeeping
- Experience with Adobe Creative Suite
- Current knowledge of non-profit and HR policies and trends
- Affinity towards LAF's mission

### **Compensation and Benefits**

Starting salary range for this part-time, 30 hour a week position is \$40,500 - \$45,000, commensurate with experience, plus the opportunity for an annual performance bonus of up to 3% of salary. LAF provides a comprehensive benefits package, including health, dental, life, and disability insurance, vacation/sick pay, and an employer-matching 401(k) program.

The ideal start date is January/February 2023.

LAF staff work a hybrid schedule with at least two days 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 a letter of interest, resume, and three references to [laf@lafoundation.org](mailto:laf@lafoundation.org) with the subject line "Operations Associate 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.*