Job Announcement
Program Manager

The Landscape Architecture Foundation (LAF) seeks a highly-organized, creatively-analytical, results-oriented Program Manager to join our small, dynamic, and collaborative team. The Program Manager supports LAF's *Landscape Performance Series* initiatives and plays a critical role in achieving LAF's mission. The full-time, 40 hour/week position in Washington, DC offers a first-hand opportunity to guide transformative research and promote "next practices" in sustainable design.

LAF is a national environmental organization that invests in research, scholarships, and leadership to increase our collective capacity to achieve sustainability through landscape architecture. The size and impact of the 50-year-old organization has grown substantially in recent years, and the Program Manager joins a passionate and forward-thinking team.

Case Study Investigation (CSI)

The Program Manager manages all aspects of LAF's signature *Case Study Investigation* (CSI) program, which runs February-August each year. CSI is a unique research collaboration that matches LAF-funded student-faculty research teams with leading practitioners to develop and document the benefits of exemplary high-performing landscape projects. Primary responsibilities include:

- Lead the annual CSI program to ensure high participant satisfaction and high quality deliverables.
- Recruit, select, and serve as the face of LAF and point of contact for all program participants (faculty, students, and practitioners).
- Conduct critical review and provide feedback on all program deliverables, particularly the Case Study Briefs metrics and methods.
- Manage legal and administrative aspects of the program including MOUs and payments
- Develop/update program webinars and other training materials.
- Use remote conferencing and collaboration technologies to schedule and lead participant webinars, conduct team check-ins, and facilitate collaboration.

Landscape Performance Series (LPS)

The Program Manager also leads and provides support for other *Landscape Performance Series* initiatives, including:

- Manage LAF's grants and fee-for-service work to conduct performance assessments, including development of metrics, post-occupancy evaluations, and/or site monitoring.
- Assist with building content for LandscapePerformance.org, including case study development, actively seeking tools and Fast Facts, monitoring landscape performance news, and curating Collections
- Lead LAF's initiatives to integrate landscape performance into design education, including the Landscape Performance Education Grants program and Resources for Educators section of LandscapePerformance.org.
- Develop and lead lunch-and-learns, webinars, workshops and other trainings related to landscape performance.
- Attend and/or present at relevant professional conferences (2-5 per year).

Program Evaluation and Planning

In 2017, LAF will develop a 5-year strategic plan for the organization. The Program Manager will lead the analysis and make recommendations for LAF's landscape performance work, including:
- Conduct an in-depth evaluation of the CSI program over its 6-year history, through an analysis of the case studies and evaluation methods, as well as interviews with past program participants.
- Conduct an analysis and make recommendations for LAF grant/fee-for-service work to conduct performance assessments.

General Support

Other duties include general organizational and communications support:
- Contribute to the LAF website, blog, newsletter, 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 and monthly Research Committee calls.
- Assist with grant applications (3-5 per year) and fundraising activities

Minimum Qualifications:
- Bachelor's degree or higher in Landscape Architecture, Urban Planning, Environmental Design, Urban Ecology, or related field(s)
- At least 2-5 years of proven program/project management experience, including managing contractors/partners to achieve desired outcomes
- Strong analytical, quantitative, systems and critical thinking skills
- Familiarity with quantitative research methods
- Ability to track deadlines and manage competing priorities
- Strong written and verbal communication skills, including writing and editing skills
- Personable, creative, collaborative, and resourceful persona
- Ability to travel approximately 4-6 times per year for outreach and conferences.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)
- Familiarity with tools to facilitate remote communication and collaboration (e.g. Skype, GoToMeeting, Dropbox, Google Drive)
- Ability to stay highly-organized and thrive in a dynamic, fast-paced small organization

Preferred Qualifications:
- Master's degree
- Experience in conducting trainings and/or presentations
- Familiarity with social media (e.g. Facebook, Twitter, LinkedIn) and simple web publishing tools (e.g. WordPress)

Starting salary range is $45,000 - $52,000, 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 Fall 2016. 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 protect, improve, and enhance the environment by increasing our collective capacity to achieve sustainability through landscape architecture.