



## **Program Manager, Policy and Advocacy**

The Boston Society for Architecture BSA is member-led association and one of the oldest and largest chapters of the American Institute of Architects (AIA) in the United States. The BSA is committed to professional development for its members, advocacy on behalf of great design, and sharing an appreciation for the built environment with the public at large. Comprised of world-renowned architects, designers, engineers, builders, and other industry professionals, we benefit from a committed membership who are some of the leading thinkers and innovators in professional practice today. Established in 1867, the BSA today consists of nearly 4,000 members and produces a diverse array of content for programs and publications. Its partner organization, the BSA Foundation, supports the civic and public outreach of the architectural community. The BSA operates as a convener, educator, and action leader to ensure that the power of design is fully employed in creating solutions to the equity and climate crises of our time.

The BSA is currently recruiting for a new Program Manager, Policy and Advocacy.

Reporting to the Senior Director of Programs and Impact, the Program Manager, Policy & Advocacy is responsible for leading the BSA's policy and advocacy work, focusing on climate change and equity within the built environment. The Program Manager identifies policy opportunities, participates in researching and writing about policy issues, and, when necessary, develops issue campaigns by identifying and mobilizing BSA partners and members to collaborate on and disseminate key components of the policy agenda. The Program Manager works with the Communications team to broadly share policy changes, develops, and manages the policy budget, and works with the Philanthropy team to assist in raising funds to carry out these efforts. In addition to the responsibilities for policy tied to the BSA and BSA Foundation, they will coordinate policy efforts with the state and national AIA offices. They will also participate in and lead multi-stakeholder programs to advance sustainability and equity in the built environment.

### **Primary Responsibilities:**

#### Policy Leadership:

- Develop and implement the strategic policy agenda for the BSA and BSA Foundation, including helping to prioritize achievable goals and performance measures.
- Build and manage well-designed, well-defined educational programs promoting the policy agenda and efforts to advance climate, sustainability, and equity in the built environment. Programs may include Knowledge Community collaborations, conferences, symposia, charrettes, design workshops, and competitions.
- Strengthen the organization's reputation as a convener by building and nurturing coalitions formed around priority issues.
- Represent the BSA and deepen relationships with key public, government, nonprofit and community officials that support the mission and strategic priorities of the BSA.

- As needed, collaborate with AIA Massachusetts, Central Massachusetts AIA, and Western Massachusetts AIA to support advocacy work on behalf of the profession, in addition to providing advocacy support to Boston-specific legislative items that support the profession.

**Communication:**

- Work with Marketing & Communications team to spearhead multi-media public awareness campaigns with the aim of extending the impact of our public policy agenda. This includes drafting or editing press materials, background memos, e-communications, social media, website and other communications forms.
- Collaborate with the Executive Director, Board, and Philanthropy and Membership team to increase awareness and participation in public policy agenda.
- Work with the Philanthropy and Membership team on fundraising efforts, such as the pursuit of grants, for programs that advance our policy agenda.

**Other:**

- Where appropriate, directly recruit, train, and supervise interns, volunteers and staff engaged in programs, events, or other efforts tied to the policy agenda.
- Develop and maintain relationships with policy, advocacy and communications staff at AIA National, AIA Massachusetts and other affiliates and partners.
- Prepare regular reports for the Executive Director to be shared with the Board of Directors and Board of Trustees on policy initiatives, advocacy, and actions.
- Participate in developing and managing the budget for public policy.
- As appropriate, draft policy support letters for review by Board.
- Keep abreast of pending and new relevant legislation on the local, State and National level.
- Assist with public appointment processes.
- Develop, build, and maintain partnerships with local municipalities, other nonprofits and organizations, and funders.
- Upon request, present written and oral updates to the Board.
- Performs other duties as assigned.

**Qualifications:**

- Bachelor's degree required.
- 3-5 years of progressively responsible program and policy experience
- Demonstrated experience successfully managing projects.
- Demonstrated experience in collaborating with diverse stakeholders.
- Knowledge of key issues impacting the built environment
- Experience partnering with Executive Directors, Board Leadership, and Program, Fundraising and Marketing professionals preferred.
- Excellent written and verbal communication skills.
- Ability to analyze data and understand disproportionate impacts of race, socioeconomics, and other factors.
- Develop messaging that resonates with people of diverse backgrounds and perspectives.
- Excellent interpersonal skills and ability to work effectively with diverse groups of people.
- Possess a strong work ethic and ability to be highly organized, efficient, and effective in task and time management.
- Strong project and program management skills.

- Demonstrated ability to collaborate, coordinate, and work effectively with peers, Board of Directors, volunteers, and community leaders.
- Ability to work in a high-visibility, fast-paced environment and manage multiple projects, initiatives, and events in parallel.
- Ethical compliance, confidentiality, and professionalism.
- Ability to engage a wide range of stakeholders including volunteer committees, advisory groups, coalitions, government organizations, neighborhood associations, forums, trade associations, foundations, corporate sponsors, and practitioner groups.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for BSA's mission and commitment to working collaboratively with others.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Strong analytical skills; basic business intuition, and common sense.
- Ability to work after hours at events and gatherings as needed; requires access to a car.

The BSA offers competitive salaries and a comprehensive benefits package (including paid time off; medical/dental/vision insurance; 100% employer-paid life and disability insurance; 401(K) retirement; professional development funding; and charitable contribution match). We also offer a healthy work-life balance that includes a hybrid work environment (the current schedule is in office on Tuesdays and one other day). When you join BSA, you will be working with a talented and diverse group of professionals who are committed to the mission of the BSA.

Salary Range: \$71,000-\$78,000.

For more information, visit [architects.org](https://architects.org) or [architects.org/foundation](https://architects.org/foundation).

To apply for this position, please submit resume and cover letter to: [jobs@architects.org](mailto:jobs@architects.org).

The BSA is AN equal opportunity employer. The BSA is passionate about fostering a diverse, inclusive and respectful work environment. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status, and diverse backgrounds are encouraged to apply. Candidates must be authorized to work in the United States.