



## **Program Manager, Member & Volunteer Committees and Continuing Education**

The Boston Society for Architecture BSA is a 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 Program Manager to handle its volunteer and member engagement committees. Reporting to the Senior Director of Programs and Impact, the new Program Manager will lead all efforts to support the activation and day-to-day functioning of its “Knowledge Communities.” Also called KnoCos or KC’s, Knowledge Communities are groups of BSA members and related professionals who convene regularly around shared interests and urgent topics in the built environment. In addition to facilitating and giving oversight to Knowledge Communities, the Program Manager works to elevate and integrate the workings of those communities with the BSA membership and broader public. The Program Manager also oversees the BSA’s continuing education and professional education offerings.

This role is service-oriented, requiring frequent interactions with BSA members and partners.

### **Primary Responsibilities:**

- Manage and act as primary point of contact for the BSA’s Knowledge Communities (KC)
- Manage and act as primary point of contact for the BSA’s Continuing Education offerings in coordination with the American Institute of Architects (AIA)
- Manage and evaluate other current and potential professional education opportunities
- Create KC meetings and events in the BSA’s member database; manage and oversee in-person and remote meeting and event logistics
- Plan and organize at least two annual meetings of KC Chairs and one yearly KC Fair
- Refine and clarify processes for supporting the BSA’s KC Chairs and KC participants
- Collaborate with Philanthropy & Membership team to develop sponsorship and revenue strategies for KC initiatives
- Collaborate with Marketing & Communications team to establish, refine, and clarify protocols for KC communications
- Make annual budget requests and track KC and Continuing Education-related expenses and revenue
- Establish a strategy for illuminating the work and key learnings coming out of the KC’s and tactics for sharing them with the Board and broader community

- Plan and run internal and external meetings and programs
- Present written and oral updates to the Board
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in Education, Arts Administration, or related field, or equivalent work experience
- 3-5 years of progressively responsible experience in volunteer or member engagement, program development and execution
- Demonstrated experience successfully managing projects from creation through wrap-up
- Experience developing budgets and tracking expenses
- Excellent written and verbal communication skills; strong presentation skills
- Experience organizing and troubleshooting events over Zoom; comfort with Microsoft Office/365 suite; familiarity with LinkedIn
- Ability to gather, analyze and synthesize information
- Unflappable; excellent interpersonal skills and ability to work effectively with diverse groups of people
- Ability to engage a wide range of stakeholders including members, volunteer committees, advisory groups, coalitions, government organizations, neighborhood associations, forums, trade associations, foundations, corporate sponsors, and practitioner groups
- Possess a strong work ethic and ability to be highly organized, efficient, and effective in task and time management
- Ability to work in a high-visibility, fast-paced environment and manage multiple projects, initiatives, and events in parallel
- Ethical compliance, confidentiality, and professionalism
- 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 manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities
- Ability to work after hours at events and gatherings as needed

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 (in-office on Mondays, Tuesdays and for events/meetings as needed, remote other days). 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.

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