



BOSTON SOCIETY  
FOR ARCHITECTURE

Boston Society for Architecture  
290 Congress Street, Suite 200  
Boston, MA 02210-1024

P: 617-391-4000  
F: 617-951-0845  
architects.org

**Position title:** Professional Program Manager  
**Reports to:** Managing Director, Operations

---

The Boston Society for Architecture (BSA) seeks an experienced Professional Program Manager (PPM) to join our twenty-two person staff. Building upon our 150 year legacy of supporting the profession of architecture, the PPM will join a team responsible for delivering high quality products that advance membership, the greater professional community, and the industry at large. Our programs range in scale from intimate conversations and roundtables to multiple day, annual conferences. The PPM will develop, test and implement programs built upon past work and future goals that further the BSA's mission. Under the leadership of the BSA's Managing Director, Operations, the PPM works with staff and members, as well as volunteers and interns to carry out these efforts.

---

### **Major Responsibilities**

#### ***Professional Program Leadership***

- Plan, coordinate, and implement BSA professional programs, events and initiatives.
- Assess existing professional programs for relevance and viability, recommending changes as necessary.
- Work with staff, members and other stakeholders to develop and implement new professional programs that are financially viable, attract specific audiences and further the BSA's mission.
- Create and implement a marketing plan unique to each program, including the management of relationships with key stakeholders and external parties that drive content and audience.
- Manage the budget for each program, including appropriate and often creative revenue models for each.
- Drive the vision for each program, especially the impact on members, the industry and the public.
- Develop and maintain relationships with allied associations and industry partners that support professional programming now and in the future.
- Be aware and keep an active database of programs happening locally, nationally and internationally that influence and inform BSA programming.

#### ***Management and supervision***

- Develop and maintain relationships with professional program and other related staff at the American Institute of Architects (AIA) National, AIA Massachusetts and other allies, peers and partners.
- Prepare regular reports to be shared with the Board of Directors and Board of Trustees on all programs and initiatives under PPM supervision.
- Participate in developing and managing the budget for professional programs.

#### ***Independent Action***

Reporting directly to the Managing Director, Operations or designee and working closely with other directors and staff, this person works independently and with others. The PPM manages outside relationships and oversees staff and volunteers on specific programs. The PPM must be able to interact with staff, members, and partners at all levels with confidence and professionalism.

**Minimum Requirements:**

- This position requires at least 5 years of program management experience for a similar organization and/or industry.
- An understanding of the architecture industry is a plus, but not required.
- They must have a track record of proactively building relationships with a diverse group of stakeholders necessary for program relevance and success.
- The position calls for a strategic thinker who is also able to handle details and project management.
- The candidate must be able to prioritize, manage, and execute multiple projects in a fast-paced, open-floor-plan office.
- They will have to communicate effectively face-to-face, on the phone, and in writing.
- This position also requires someone committed to equity, diversity and inclusion and who flourishes in building bridges between and working with people of different races, ethnicities, ages, genders, sexual orientation, gender identity, religion, ability and socio-economic, as well as demographics, psychographics, and institutional cultures.
- A willingness to work beyond normal 9-5 hours is occasionally required. Curiosity is highly desired.

**About the BSA:**

The Boston Society for Architecture (BSA) is dedicated to supporting and promoting the profession of architecture and the transformative power of design to improve the built environment and people's quality of life. The BSA impacts thousands of people, and works to build a better Boston by engaging communities, inspiring vision and provoking positive change.

**All staff members share the following core responsibilities:**

- Provide outstanding service and ensure a welcoming culture for members, allies and guests.
- Answer basic questions about benefits, services and programs. Provide member care and customer service responses to frequently asked questions.
- Advocate for and communicate the importance of "design matters."
- Stay current on developments in architecture and your areas of responsibility.
- Maintain a flexible and collaborative attitude, working with other staff on projects, events, duties and assignments as required

The position is a full-time, salaried position with excellent health-care, time-off, retirement and additional benefits. Salary is competitive and commensurate with experience.