

The 1% Program Manager

Position Description

Public Architecture, a 501(c)(3) nonprofit organization based in San Francisco, is seeking a program manager to join its fulltime staff of four. The program manager will oversee all aspects of Public Architecture's pro bono design campaign, called "The 1%," including architecture firm and nonprofit recruitment, project scoping and matching, as well as the development of related resources.

Public Architecture is the leading national advocate for pro bono and public interest design. The organization, and its design campaigns, including the pro bono service program, have garnered numerous awards, have been the subject of extensive press and a National Geographic Channel documentary, and have been featured in a number of exhibitions, including the Cooper-Hewitt National Design Museum's recent "Design for the Other 90%" exhibition. For more information on Public Architecture, visit www.publicarchitecture.org.

Launched in 2005 with the support of a grant from the National Endowment for the Arts, The 1% is a first-of-its-kind program seeking to institutionalize pro bono service in the architecture and design professions. The program has recruited over 350 firms nationwide to pledge a minimum of one percent of their time to pro bono service. In 2007, the program began welcoming nonprofit organizations to register their facility needs, which can then be addressed by firm participants. To date, over 100 projects have been cataloged and over 100 new projects in need of assistance have been registered on the program website. For more information on The 1%, visit www.theonepercent.org.

The 1% Program Manager is responsible for:

- Recruiting and retention of firm and nonprofit participants
- Responding to inquiries and the needs of both firm and nonprofit participants
- Managing the registration and matching processes
- Updating the program website and related databases
- Developing related educational resource materials
- Establishing partnerships to aid with participant recruitment and retention
- Assisting with fundraising, including program sponsorship and grant proposals

Core Responsibilities

- Management
 - Manage the recruitment and registration of firm and nonprofit participants
 - Guide participants through registration, project scoping, and matching processes
 - Manage project database and assist as needed with projects matched through The 1%
- Resource Development
 - Produce case studies, best practices, and "blueprints" for core service areas

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- Conduct and respond to annual surveys regarding program participation, the matching process, and overall satisfaction with The 1%
- Outreach
 - Communicate regularly with program participants collectively and individually
 - Conduct educational and recruitment presentations
 - Build and manage strategic relationships with relevant partners, industries, and networks

General Public Architecture Responsibilities

- Assemble news for monthly newsletter and other reports
- Work with Design Campaign Manager to coordinate interfaces between the in-house design campaigns and The 1% participants
- Attend weekly staff meetings

The Ideal Candidate

The ideal candidate possesses a range of education and experience related to architecture/design as well as program coordination, operation, and execution. He or she will be someone who is:

- A designer by training with a minimum of two years experience in general project management
- A manager who can unite diverse stakeholders through strategic partnerships that extend the impact of The 1%
- A team-player who can work collaboratively with the Public Architecture staff, board, and other stakeholders (e.g., donors, sponsors, and partners)
- An excellent communicator who both listens well and articulates ideas (verbally and in writing) in clear and compelling ways
- Knowledgeable in basic HTML and database management
- Committed to increasing the quantity and quality of architecture in the public realm.

Compensation: Includes salary and benefits in line with an individual's qualifications.

Location: San Francisco, CA

Travel: Approximately 15%

Application Process

Interested individuals should submit a cover letter, resume, and two writing samples (up to 500 words each) on an architecturally-related topic. Applications will be reviewed as they are received until the position is filled.

Contact

Milton Marks, Acting Executive Director of Public Architecture, by email at milton@publicarchitecture.org or phone at 415/861-8200.