

## **Operations Associate**

### *Position Description*

Public Architecture, a 501(c)(3) nonprofit organization based in San Francisco, is seeking an Operations Associate to join its growing fulltime staff of five. The leading national advocate for pro bono and public-interest design, Public Architecture mobilizes architects and designers to strengthen their communities through design.

Our "Commit. Act. Share." model provides an organizational framework for the activities that we undertake:

We ask architects, designers, and manufacturers to **commit** their resources to community change initiatives on a pro bono basis and we help nonprofits see design as part of a toolkit of capacity-building strategies and a vehicle to advance their mission;

We **act** on this commitment by undertaking public-interest design initiatives as model projects and coordinating other firms' engagement in pro bono design through "service grants"; and

We **share** best practices and lessons learned from these experiences with our network of firms, nonprofits, and manufacturers through web and print publication, presentations, exhibitions, and other outreach efforts.

Public Architecture has garnered numerous local, national, and international awards, extensive press coverage, inclusion in exhibitions such "Design for the Other 90%" at the Cooper-Hewitt National Design Museum, and has been the subject of a National Geographic Channel documentary.

The Operations Associate will support this important work by developing and maintaining Public Architecture's office systems during a period of dynamic organizational growth. Public Architecture seeks a sharp, self-directed candidate who can manage these responsibilities, as well as provide support on our communications and development efforts.

For more information visit [www.publicarchitecture.org](http://www.publicarchitecture.org).

## **Core Responsibilities**

### Systems Development

- Coordinate transfer of Public Architecture's contact database to Salesforce;
- Administer Public Architecture's office volunteer program
- Manage Public Architecture's organizational calendar
- Develop protocols for monitoring funder reporting requirements and request schedules
- Develop office protocols and resources as needed

### Administrative & Communications Support

- Provide general administrative support, including answering phones, contact management, and maintenance of office equipment and supplies
- Provide support for press outreach, presentations and exhibitions
- Maintain Public Architecture's websites and respond to general inquiries
- Conduct research on foundations, corporations, government entities, and other potential funders and partners as needed

- Assist in submitting grant proposals and supporting documentation to potential funders
- Process donations and acknowledgements and produce Public Architecture's annual appeal

### **Required Experience & Skills**

- Undergraduate degree along with 1-3 years of professional experience;
- Outstanding organizational, administrative, and analytical skills, with excellent attention to detail;
- Exceptional research and written and oral communication skills;
- Self-starter who assumes hands-on responsibility where necessary, is able to balance competing priorities and deadlines, and who demonstrates sound judgment and good problem solving skills;
- Computer literacy in a PC/Windows environment, including MS Word, Excel, and PowerPoint (Adobe InDesign and Photoshop as well as Salesforce, Quickbooks and HTML experience a plus) and;
- Prior experience creating or managing a database and other operational systems highly desired.

**Compensation:** Includes salary and benefits in line with experience and qualifications.

**Location:** San Francisco, CA

### **Application Process**

Please send your resume, a writing sample, and a cover letter that explains your interest and fit for the position by email to [info@publicarchitecture.org](mailto:info@publicarchitecture.org) with "Operations Associate Application" as the subject of your email. Application materials are preferred in a single PDF. The materials may be addressed to John Cary, Executive Director, 1211 Folsom Street, 4<sup>th</sup> Floor, San Francisco, CA 94103.

Note: We will acknowledge receipt of applications by email reply, but will respond further only to candidates whom we decide to interview due to our very limited staff resources. A general courtesy email to all candidates will be sent when the position is filled.

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**PUBLIC ARCHITECTURE IS AN EQUAL OPPORTUNITY EMPLOYER.**

## Reasons Why You Should Consider this Position

### *A great team.*

You will be joining unique organization comprised of recognized design industry leaders who have chosen to use their skills and passions to serve traditionally overlooked or underserved populations—and are inspiring throngs of others to do the same.

### *A great cause.*

Pro bono service has been an integral part of the legal profession for years. Public Architecture is in the process of similarly mobilizing the architecture and design fields, and firms of all kinds are increasingly stepping up to the challenge.

### *A collaborative environment.*

Public Architecture shares a warehouse space overlooking the San Francisco skyline with the architecture firm that founded the organization, a graphic design firm, and two marketing and PR consultants.

### *A great location.*

Public Architecture is located in the heart of San Francisco's South of Market area, one block off I-80 and just three blocks from the Civic Center BART/MUNI station.

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## What Others Have Said About Public Architecture

"As a call to arms for all architects, Public Architecture has elevated the awareness of pro bono work from personal option to professional imperative. Their every effort is distinguished by unflagging attention to providing the highest levels of design excellence in service to the public interest."

— ***The American Institute of Architects***

"Good design can drive social justice. It's a message that borrows elements from progressive design movements of the past. But what Public Architecture and groups like it are after is also distinctly new. They are challenging their entire profession to take the high design standards usually reserved for elite clients and systematically deliver them to society's most vulnerable..."

— ***The Boston Globe***