

A **Greener** Greater Boston – new position

A Greener Greater Boston (AGGB) is a program of the Solomon Foundation with funding support from the Barr Foundation. AGGB was begun in 2016 to scale up the greenway and placemaking work of the Solomon Foundation founded in 2005. It is our goal to provide leadership, technical assistance, and funding for greenway projects throughout Greater Boston in partnership with government agencies, advocacy organizations, and neighborhood groups.

Due to increasing opportunities and demand for greenway work the Solomon Foundation is seeking an experienced **program manager** for A Greener Greater Boston. This is a new position and a first for the program. S/he will work collaboratively with the executive director to partner with groups seeking to establish greenways and associated gathering places serving Greater Boston neighborhoods. Route 128 roughly defines the Greater Boston focus area. This is a chance to help shape and grow a unique philanthropic initiative focused on design and advocacy.

The ideal candidate would be a planning or design professional experienced in landscape architecture, civil engineering, and/or active transportation; have superior communication skills with various media; understand the planning and design process from concept to implementation; and be skilled at working collaboratively with a broad range of groups. Hands-on tactical initiatives and event planning will be part of the job as well.

Responsibilities

Greenway planning and placemaking

- Research past planning documents and policies
- Complete site analysis and demographic research
- Help frame *preliminary* conceptual design strategies
- Collaborate with our design consultants and partners including NBBJ

Communications & public outreach

- Create compelling graphics to illustrate concepts
- Write succinct memos and persuasive proposals
- Attend and facilitate partnership meetings
- Use camera and video to capture content
- Create multimedia presentations
- Help maintain an AGGB web site (in development)

Administrative

- Outline requests for proposals (RFPs) for consultants and contractors
- Manage the selection and contracting process

- Track budgets
- Review grant requests and communicate with partners
- Manage an intern (TBD)

Skills and Qualifications

- Bachelor's degree required. Masters degree a plus. Preferred in landscape architecture, active transportation planning, urban planning, or a related field.
- 4 to 8+ years progressive work experience in landscape architecture, transportation planning, or city planning preferred
- Ability to communicate effectively through writing, speaking, and visual images.
- Ability to listen carefully to partners and facilitate conversations in large groups
- Conversant with Adobe Creative Suite or equivalent.
- Collaborative but self-motivated and able to work independently
- Passionate about greenways, creative placemaking, and social justice
- Driven but patient with a good sense of humor
- Results oriented

Work logistics

- This is a full time position but could be a flexible part-time commitment under the right circumstances.
- Work hours will generally be Monday through Friday but occasional evening and weekend meetings will be required.
- Site visits will require access to a car.
- Program manager will be based out of the Cambridge Impact Center at 50 Milk Street in Boston. They will have space at the main foundation office in Wellesley as well and may work there on occasion. (The executive director is based in Wellesley and spends part of his time in the downtown office.)
- One of our design firm partners, NBBJ, is located a few blocks from 50 Milk Street where there is space as well.

How to apply

- Email a one-page cover letter addressed to Herbert Nolan with a resume and three references to info@solomonfoundation.org with the subject line "program manager." Each file name should include the applicant's last name. References will not be contacted prior to notification of the applicant.
- No phone calls please.

Timing

- We wish to have the AGGB program manager hired this summer

Compensation and benefits

Compensation will be commensurate with experience. Benefits and health insurance provided.

About Solomon Foundation

More information about past projects of the Solomon Foundation can be found on the web site: www.solomonfoundation.org. A new website highlighting **A Greener Greater Boston** and more recent partnership projects is under development.

Select ongoing AGGB partnership projects:

- Charlesgate greenway and parks
- Mystic and Malden Rivers greenway planning
- Bicycle and pedestrian network planning in Lynn,
- Neponset river paths in Hyde Park and Mattapan,
- Extension of the Blue Heron trail in Newton and Weston

The Solomon Foundation is an equal opportunity employer.