

NATURE SACRED SEEKS A NEW SACRED PLACE PROJECT MANAGER

[Nature Sacred](#), a small operating foundation nonprofit in Annapolis, MD, dedicated to the creation of community-led, contemplative green spaces nation-wide, is seeking a Sacred Place Project Manager. The Sacred Place Project Manager will be a key team member, assisting in achieving Nature Sacred's mission to inspire and support the creation of public greenspaces that offer a temporary place of sanctuary, encourage reflection, provide solace, and engender peace and well-being. For 25 years, Nature Sacred has partnered with over 130 communities across the country to infuse nearby nature into places where healing is often needed most: under resourced communities, schools, hospitals, prisons and more.

The Sacred Place Project Manager (SPPM) is responsible for management and support of new Sacred Place design projects. The SPPM works closely with the Chief Programs Officer, Director of Programs and Operations, Design Advisory Committee members, Diversity, Equity, and Inclusion (DEI) Committee members, and Firesouls to ensure the success of Nature Sacred's community-led design model.

PROJECT MANAGEMENT FOR NEW SACRED PLACES

At the direction of the Chief Programs Officer, the SPPM manages all new Sacred Place projects in accordance with the Nature Sacred community-led design model. Nature Sacred defines "community" as any group of end-users for a Nature Sacred Place. The SPPM provides project management and logistical support working directly with Firesouls and Design Advisors to ensure a collaborative process.

The SPPM will support the Chief Programs Officer in Firesoul identification, initial site assessment, and Design Team selection per project. The SPPM prepares all proposals, budgets, and reports associated with Sacred Place projects. They are responsible for organization of any site visits, completion of site analysis, and community demographics analysis.

The SPPM coordinates community canvassing efforts with Firesouls and Design Advisors, collects and organizes all information, and manages the Design Team. The SPPM coordinates and schedules all Design Team meetings, community charrette meetings, and grand openings.

The SPPM is expected to keep a calendar of all events and meetings connected with Sacred Place projects and meticulous files and records regarding the design process for each site, and provide regular updates to the Chief Programs Officer.

MISCELLANEOUS

The SPPM is an important player on Nature Sacred's staff and is responsible for attending weekly staff and departmental meetings, and working with internal staff and external consultants on a regular basis.

QUALIFICATIONS & APPLICATION INSTRUCTIONS

The ideal candidate will have 2-3 years of community engagement and project management experience, an understanding of community-based and/or environmental or social justice issues and/or healthcare, and the ability to work with a small administrative team. Proposal and grant writing experience is preferred; knowledge and/or experience with landscape architecture and garden design is also preferred.

Candidates should possess quick problem-solving skills, an ability to interact and manage diverse groups, and an aptitude for maintaining systems to efficiently manage a multitude of situations.

Salary is commensurate with experience and includes health and dental benefits, which are paid 100% for the employee by Nature Sacred. Typical office hours are 8:30 a.m. to 5:30 p.m. – the position's duties may require additional evening and weekends hours as needed for events, staff retreats, etc. Will consider hybrid in-office and remote work schedule.

START DATE:

Interested candidates should submit a resume, cover letter and 2 references to erobertson@naaturesacred.org; resumes will be accepted and reviewed on a rolling basis until the position is filled.

Nature Sacred proudly celebrates and practices diversity and inclusion in its present and future operations and programs. Nature Sacred provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Marginalized populations based on race, gender, class, orientation etc. are strongly encouraged to apply.