



Events and Cultivation Associate

Founded in 1998, The Cultural Landscape Foundation® (TCLF) connects people to places. Through education, advocacy, and public engagement, TCLF makes the nation's shared landscape heritage more visible, demonstrates its value, and empowers its stewards.

TCLF advances this mission through its core programs:

- *What's Out There*®, North America's largest database of cultural landscapes;
- *Pioneers of American Landscape Design*®, a multimedia library featuring oral histories and profiles of significant landscape architects and educators;
- *Landslide*®, an ongoing initiative identifying and advocating for threatened and at-risk landscapes;
- *The Oberlander Prize*®, a biennial award in landscape architecture that includes a \$100,000 prize and two years of public programming.

TCLF is headquartered in light-filled offices in Washington, D.C.'s Dupont Circle neighborhood.

Position Summary

TCLF is seeking an Events and Cultivation Associate with one to two years of relevant experience. The Associate will work closely with staff and volunteers to plan, manage, and promote public programs while supporting donor engagement and cultivation efforts. This role is ideal for someone who thrives in a fast-paced environment and enjoys balancing logistics, communications, and relationship-building.

Key Responsibilities

- Coordinate logistics, scheduling, and promotion for programs including *Garden Dialogues*, Silent Auction, traveling exhibitions, and conferences;
- Manage event registration, invitation processes, and attendee communications;
- Produce and oversee event collateral, ensuring accuracy and brand consistency;
- Maintain and update event webpages on TCLF's website
- Create and schedule content for social media and the bi-weekly newsletter
- Support donor cultivation efforts, including event-based engagement strategies
- Process donations in coordination with the Finance Department
- Draft donor acknowledgments and other stewardship communications
- Maintain accurate and up-to-date donor and prospect records in Salesforce

Key Competencies

- Strong organizational and project management skills
- Excellent written and verbal communication
- Attention to detail and commitment to accuracy
- Ability to manage multiple priorities and meet deadlines
- Adaptability and problem-solving skills in a fast-paced environment
- Creativity and initiative

Position Requirements

- Bachelor's degree
- 1–2 years of experience in event planning, nonprofit development, or a related field
- Experience with event logistics, registration systems, and program coordination



- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Salesforce, Eventbrite, and Adobe Creative Suite
- Experience with social media platforms (e.g., Instagram, LinkedIn) and email marketing tools
- Strong interpersonal skills and ability to engage professionally with a range of stakeholders
- Sound judgment and ability to remain composed under pressure

Additional Information

- Occasional evening and weekend work required for events
- Some travel may be required

Compensation and Benefits:

The salary range for this position is \$50k to \$55k. TCLF offers an attractive benefits package with health, Rx, vision, and dental plans; paid leave and holidays; and a Matching-Simple IRA retirement plan.

Application Process:

A cover letter and resume are required. Please send application materials as PDF attachments using the subject line "Events & Cultivation Associate – Your Name," to aileen@tclf.org

TCLF is an Equal Opportunity employer fully dedicated to achieving a diverse staff. All qualified candidates are encouraged to apply and will receive consideration for employment without regard to race, sex, sexual orientation, age, religion, national origin, marital status, veteran status, disability, or other categories protected by law.