



## Advocacy Coordinator / Director of Advocacy

### The Cultural Landscape Foundation® (TCLF)

Founded in 1998, 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; and
- **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. This is a full-time, in-office position.

### About the Position

TCLF is seeking the right person/people to strengthen and expand its advocacy efforts through the *Landslide®* program. Depending on the qualifications and experience of the successful candidate, this position may be filled as either an **Advocacy Coordinator** or **Director of Advocacy**.

Working closely with senior leadership and program staff, the successful candidate will help identify significant cultural landscapes and emerging issues, develop compelling advocacy materials, cultivate relationships with partners and stakeholders, and advance TCLF's mission through education, advocacy, and public engagement.

This position is ideal for someone who is passionate about cultural landscapes, understands and/or has strong interest in the role of regulations and the regulatory framework for cultural landscapes (including Section 106 reviews, NEPA, *Secretary of the Interior's Guidelines*, National Register of Historic Places and National Historic Landmark programs, etc.), enjoys research and writing, and is committed to increasing public understanding and stewardship of significant places. The level of responsibility and leadership will be commensurate with the successful candidate's experience.

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### Responsibilities

#### Core Responsibilities

- Monitor developments affecting cultural landscapes, including public policy, planning initiatives, and other emerging issues
- Liaise with communications and program staff on significant cultural landscapes, advocacy issues, and emerging opportunities

- Help identify priority landscapes and opportunities for advocacy
- Prepare briefing materials, and supporting documentation
- Draft and edit advocacy content, including *Landslide* reports, website content, annual report materials, correspondence, and public statements
- Collaborate with communications and program staff to develop messaging that advances TCLF's mission
- Build and maintain relationships with partner organizations, public agencies, and other stakeholders
- Support fundraising efforts related to advocacy initiatives
- Track advocacy projects, timelines, and outcomes

#### **Additional Responsibilities for Director-Level Candidates**

- Develop and refine TCLF's advocacy strategy
  - Lead major advocacy campaigns and strategic initiatives
  - Represent TCLF with government agencies, partner organizations, and the public
  - Identify organizational advocacy priorities and recommend strategic responses
  - Help shape the long-term direction of the *Landslide* program
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### **Qualifications**

#### **Required**

- Exceptional writing, editing, and research skills, with the ability to translate complex policy issues into clear, compelling public-facing content
- Excellent organizational and project management abilities
- Strong interpersonal and communication skills
- Ability to work collaboratively with colleagues and external partners
- Passion for cultural landscapes and public engagement

#### **Coordinator-Level Candidates Typically Have**

- One to three years of experience in advocacy, public policy, landscape architecture, planning, cultural resource management, or a related field
- Familiarity with the legal, regulatory, and policy frameworks that affect cultural landscapes—including Section 106 review, NEPA, the National Register of Historic Places, National Historic Landmark programs, and the Secretary of the Interior's Standards—or the demonstrated ability to quickly learn these processes.

### **Director-Level Candidates Typically Have**

- Eight or more years of experience in advocacy, public policy, landscape architecture, planning, cultural resource management, or a related field
- Significant experience leading advocacy or public policy initiatives
- Demonstrated success developing organizational strategy and managing complex advocacy campaigns
- Working knowledge of pertinent regulatory historic preservation frameworks, laws, and regulations, including Secretary of the Interior Standards, Guidelines for the Treatment of Cultural Landscapes, Section 106 review, NEPA, National Register and NHL frameworks, and their role in shaping advocacy and project outcomes
- Experience representing an organization with government agencies, nonprofit partners, and funders
- Ability to manage other staff to meet shared cross-team goals and give honest, constructive, respectful feedback
- Experience working in a parallel governmental (state or federal), nonprofit or mission-driven organization.

### **Preferred**

- Background in landscape architecture, planning, history, public policy, cultural resource management, or a related field
- Experience working in a nonprofit, governmental, or other mission-driven organization

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### **Compensation and Benefits**

**This position may be filled at one of two levels depending on the qualifications and experience of the successful candidate.**

- **Advocacy Coordinator: \$55,000–\$65,000**
- **Director of Advocacy: \$90,000–\$100,000**

TCLF offers an attractive benefits package that includes health, prescription, vision, and dental insurance; paid leave and holidays; and a Matching SIMPLE IRA retirement plan.

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### **Application Process**

A cover letter, resume, and writing samples are required. Please send application materials as PDF attachments using the subject line "**Advocacy Position – Your Name**" to [aileen@tclf.org](mailto:aileen@tclf.org).

TCLF is an Equal Opportunity Employer fully dedicated to achieving staff diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex,

sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.

At TCLF, we value the unique experiences and perspectives that each person brings to our work. If you're passionate about our mission but don't meet every qualification listed above, we encourage you to apply. You may be the right candidate for this role—or for another opportunity with our organization.