



Architect / Project Manager

We are currently seeking an Architect / Project Manager with 5-10 years' experience to join our team. As a Project Manager, you and the Principal Architect are responsible for project financial performance and team communication. Capable of managing multiple projects during all phases of a project until completion and direct employees and consultants at all levels to ensure that proper steps and procedures are taken and that the work is completed as planned, budgeted, scheduled and in conformance with design intent. This position will be responsible for leading the project team with the clear goal of providing the highest possible quality of service and client satisfaction along with quality architecture. The Project Manager is to maintain and monitor project profitability and schedule adherence, coordinate and manage project communications, contracts, budgets and schedules.

We have positions to fill in both our Sioux Falls and Sioux City locations. This position does offer partnership potential.

Responsibilities

Leadership

- Fosters and maintains a collaborative professional working relationship with the Leadership Team, owner, consultants, and suppliers, contractors and sub-contractors.
- Participates on and/or leads multiple projects as a Project Manager-Project Architect.
- Assists senior management in developing and validating project scope and fee, budget, and scope of services during the marketing and contract development process and use past experiences to guide the process.
- Assists in preparing project presentations. May participate and/or lead client presentations.
- Assists senior management in the preparation and execution of consultant contracts.
- Assists with negotiating fees and contracts for services.
- Incorporates Sustainable Design solutions into projects.
- Takes personal responsibility for fostering a green workplace through sustainable work practices.
- Help to guide the selection process for consultant selection on projects

Management

- Works with Project Architect to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Plans, organizes and manages project. Provides on-going communication through team meetings/minutes/up-date memos to project team.
- Communicates with consultants, contractors, sub-consultants and other disciplines to ensure effective communication.
- Monitors construction administration during the construction phase

Client Interface

- Responsible for maintaining client relationships throughout project. Keeps client apprised of project progress on regular basis. Initiates and maintains contact with other key project individuals for clarification, coordination and negotiation of critical issues.
- Consults with client to determine function and spatial requirements and prepares information regarding design, specifications, materials, color, equipment, estimated costs, and construction

time. Plans layouts of projects and integrates engineering elements into unified design for client review and approval.

Business Development

- Participates in developing annual business plan for the business unit.
- Identifies new business opportunities while developing current client relationships. Listens for and seek out new projects which may exist or are being formulated.
- Participates in selected marketing and business development opportunities.
- Assists in development of fee proposals for marketing proposals.

Staff Development

- Provides leadership including professional development coaching and mentoring staff.
- Defines staff requirements for projects as needed or directed. Makes recommendations to senior management for staff promotions/terminations for project team and Architecture discipline. May participate in interviews and recruiting of professional staff.

Required Skills

- Strong knowledge of design, trends, construction methodology, material application, and manufacturer-supplier appropriateness.
- Advanced knowledge of architectural building systems.
- Thorough understanding of project work plans, schedules, staffing, and budgets.
- Thorough knowledge of Building Information Modeling (BIM).
- Advanced knowledge of sustainability, integrated design and LEED guidelines.
- Possess strong hand and advanced CAD drafting skills.
- Proficiency in Microsoft Office Suite.
- Proficiency in Photoshop, Illustrator, Sketchup, and InDesign graphic software preferred.
- Proficiency in Revit required.
- Ability to communicate both verbally and in writing.
- Ability to work in team environment.
- Ability to effectively meet deadlines.

Qualifications

- Bachelor's degree in architecture or equivalent in education or experience required. Master's degree preferred.
- Minimum of 5 years' experience in architectural practice with management experience in all phases of projects through post-occupancy.
- Preferred experience with VA and healthcare
- Registration as an Architect in a US state and/or jurisdiction recognized by NCARB preferred.
- LEED credential required within 12 months of employment
- Ability to pay attention to detail
- Ability to stay calm under pressure
- Methodical and thorough approach to work
- Organized and Good at juggling tasks and prioritizing
- Be a great team player and a desire to show initiative

This position is full-time. We will interview until we fill the position. SGA offers a flexible work environment with a fun office culture. Full time employees are eligible for benefits to include: PTO, health, dental, vision, flex spending account, life, disability and retirement. Interested applicants may email resume and contact information to Stephanie at stephaniewa@stonegrouparchitects.com

SGA values the service Veterans and their family members have given to our country and we support the hiring of returning Service Members and military spouses