



**TITLE:** SENIOR PROJECT LEADER

**ROLE TYPE:** PEOPLE LEADER

**FLSA STATUS:** SALARY

**TRAVEL:** UP TO 30%

### **ABOUT THE POSITION**

As a Senior Project Leader, you will play a pivotal role as both a people and project leader, overseeing multiple projects and actively engaging in identifying and pursuing business development opportunities. With responsibility for managing projects from Pre-Design to Construction Contract Administration, you'll have the opportunity to leverage your expertise and leadership skills to drive successful project outcomes. As a manager, you'll have the opportunity to foster the professional growth and development of team members.

### **ROLES & RESPONSIBILITIES**

- Participate in business development efforts to support increased revenue.
- Write and negotiate project agreements, leveraging architectural expertise to define the scope of work and accurately estimate fees.
- Manage all aspects of assigned projects including lead a team, manage deadlines and budgets and coordinate with internal/external design team members, clients, construction managers, contractors, and governing agencies.
- Facilitate and lead project kickoff and design meetings, guide discussions and establish project objectives.
- Serve as the daily contact for key internal/external project contacts, ensuring the resolution of project-related issues.
- Partner with Specification Writers to ensure the accurate and timely development of project specifications tailored to each project's unique requirements.
- Plan, organize, and regulate workload assignments for team members.
- Review monthly billings and forecasting to ensure accuracy and completeness.
- Review and process project pay applications and change orders in a timely manner.
- Collaborate in the annual budget process contributing to project projections / forecasts.
- Engage and foster the growth of team members. Provide encouragement and regular feedback; serve as a mentor/example for all levels of the team.
- Manage/oversee career conversations with your team on an established schedule (annual career conversations, regular check-ins, and the development of career plans for each team member).

- Engage, motivate, and lead internal stakeholders to support strategic initiatives.
- Monitor project hours and ensure team members regularly and accurately update timesheets on a daily basis to ensure Project Management is current.

## **REQUIREMENTS**

- Accredited degree in Architecture or Interior Design with registration preferred.
- Advanced knowledge of architectural principles, codes, and regulations.
- Strong understanding of project management principles, including budgeting, scheduling, and resource allocation.
- Strong leadership abilities, with the capacity to motivate and inspire team members.
- Proficient in Bluebeam, Revit, and AutoCAD.
- Proficient in Microsoft Office (Outlook, Word, Teams).
- Demonstrated success working independently at home and meeting personal and project deadlines.
- Ability to travel for client meetings, project site visits and participation in business development/networking events.

## **SKILLS AND QUALIFICATIONS**

- Strong organizational, time management, leadership and team building skills.
- Client-focused approach with a dedication to delivering exceptional service.
- Proficiency in negotiation, contract writing, proposal development and budget management.
- Excellent written and verbal communication skills with the ability to convey clear ideas effectively with consultants, clients, and team stakeholders.
- Strategic thinker with the ability to anticipate and mitigate project risks.
- Problem-solving and decision-making capabilities.
- Detail-oriented and ability to ensure accuracy and quality of project deliverables.
- Ability to adapt to fast-paced environments and manage multiple tasks / projects.

## **PHYSICAL CONDITIONS**

- Office environment, regularly stationary and may need to sit or stand for prolonged periods.
- Occasional lifting and carrying of equipment (up to twenty pounds).
- Operates computer and office machinery using repeating motions with wrist, hands, and fingers.
- Regularly reads from computer and electronic devices and needs to adjust focus.
- Wearing of appropriate personal protective equipment during site visits.
- Ability to navigate construction sites including managing outdoor elements and uneven terrain (gravel, dirt etc.).