

Opportunity: Client Leader | 10+ Years

Our Collective Vision

To inspire greatness to our clients we need to be great ourselves. Our collective inspiration comes from a drive to be autonomous, achieve mastery, and have a purpose. Our approach fosters deep understanding of education and learning, allowing the freedom to create bold designs unique to our clients' vision. Top-notch talent, like yourself, has a penchant to be a leader. Your keen sense to recognize what makes great client relationships coupled with our integrated discipline "Learning Studios" will empower you, our team, and our client(s) to co-create smart, thoughtful and inspiring "learning environments". Our commitment to greatness starts with you. Grow the Individual, Grow the Team, Grow the Firm!

Why You're Here

1. A 4 or 6 year accredited professional degree in Architecture, Interior Architecture or Interior Design.
2. A minimum of 10 years of professional experience; experience in all phases of projects.
3. Licensed architect or NCIDQ certified interiors professional.
4. Fluency in Free-hand Sketching, Revit, Adobe Creative Suite, and Microsoft Office is preferred.
5. Active participation in the community and industry associations (AIA, IIDA, ASID, USGBC, etc.).
6. You have documentation that allows you to work in the United States of America.
7. You have met required background check standards.

Who You Are

1. Creative mind, positive attitude, accountable, thorough, results oriented, excellent communicator and relational skills.
2. Exceptional drive, commitment, the ability to manage time well and multi-task while problem solving independently.
3. Sets an example of leadership and teaming through a spirit of cooperation.
4. Desire to build client relationships and work with the Market Leader to transition new business.
5. Creates thoughtful smart designs through innovative idea generation, coupled with a strategic business mindset.

What You Do

1. Client Relations
 - a. Manages existing client relationships.
 - b. Client advocate.
 - c. Face of the client's community.
 - d. Engagement in projects at high level, delegate specific project leadership responsibilities to the Project Lead.
 - e. Translator: share the client and/or project story to the Market Leader and to the Studio Leader.
 - f. Ensures consistent Project Lead connection to client where appropriate.
 - g. Keeps Market Leader(s) and Partner(s) informed of any issues that could damage the client relationship or expose the firm to potential liability.
 - h. Balances and manages multiple clients, multiple teams, and multiple assignments.
2. Mentoring & Development
 - a. Coach/motivate team to make the right decisions in a proactive manner, make course corrections when necessary and guides the team to success.
3. Reward and Performance
 - a. Input on team member performance for reward or action to improve performance.
 - b. Authentically (timely) rewards and recognizes team and team members when successful.
4. Project Management
 - a. Contract(s) Execution
 - i. Owner/Architect Contract
 1. Execution & set-up for final review by Partner.
 - ii. Consultants – Direct/Indirect
 1. Request Proposals for final review/approval by Partner.
 2. Contract execution & set-up for final review/approval by Partner.



- b. Professional Fees
 - i. Creates with Market Leader for understanding of fee proposals.
 - ii. Incorporates into contract.
 - iii. Coordinates with Deltek Administrator to implement into Deltek Planning Module.
- c. Resource Allocation and Project Plans
 - i. Actively manages the client/bond budgets and schedules, coordinating/co-presenting updates with lead contractor.
 - ii. Shares Client/Bond Budgets and Overall Schedule with Studio Leader. *(Studio Leader coordinates with Deltek Administrator and Project Lead for Project Plan development and resource allocation.)*
- d. Deltek Planning Module – Hour Budgets
 - i. Shares Client/Bond Budgets and Overall Schedule with Studio Leader. *(Studio Leader coordinates with Deltek Administrator and Project Lead so they can create a Billing Analysis (hour budget) in the Deltek Planning Module.)*
- e. Invoicing
 - i. Reviews drafts and coordinates final invoice with Deltek Administrator and Financial Director as required. Additionally, involve Partner as required.
- f. Profit Monitoring
 - i. Along with Partner, accountable to profitability.
 - ii. Reviews draft monthly Office Earnings Report.
 - iii. For projects indicating a negative profit of \$1000 or higher in the Current, Year to Date and Job to Date categories, the Client Leader will review the project with the Financial Director and/or the Deltek Administrator to determine a cause and resolution.
 - iv. Shares findings/resolution or recommended course corrections with the Partner. Partner to provide assistance/direction as required.
 - v. Shares recommended course corrections to the Studio Leader and Project Lead. Project Lead to share with Project Team.
- 5. Business Development
 - a. Leverage existing client relationships to generate new work.
 - b. Coordinates availability with Market Leader for new client – does the Client Leader have capacity?
 - c. Collaborates with Market Leader and Business Development/Marketing Team in development of request for proposals and interviews.
 - d. Participates in interviews.
 - e. Collaborates with Market Leader to transition day-to-day responsibilities, creating capacity for Market Leader to work effectively.

We may alter any or all of the above from time to time to further our desire to make you, our self and our clients great!

