PRINCIPAL ARCHITECT - JOB DESCRIPTION

Department: Services

Reports To: Design Director

FLSA Status: Exempt

Job Summary
The Principal Architect will lead the design staff’s efforts for all architectural services. The Principal Architect must demonstrate proven skills in establishing & developing overall design vision as well as extensive experience in leading design teams on multiple projects. This position has significant knowledge of architecture over several disciplines, effective communication and presentation skills & strong leadership skills. As Principal Architect, he/she actively develops strong business relationships with clients and outside partners.

The duties of this job require a high degree of specialized expertise and skill in maintaining established standards of quality and accuracy. Drive, determination and a self-disciplined approach to achieving results that meet these established criteria are necessary for successful job performance. The work requires specialized technical problem solving and ingenuity. When managing others, there is a need for someone who can exercise the necessary authority to assure policies and procedures are followed and time frames are met. It is expected that coaching and training support for achieving effective delegation will be required. The position encompasses a defined span of control and opportunity for someone who engenders trust, demonstrates a sense of urgency and assures consistent achievement of quality standards. The work requires making decisions that support company guidelines authoritatively and quickly.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Leading design efforts through all phases of projects including guiding, advising, and mentoring others on projects, developing design directions and leading design critiques/forums
- Mentor developing managers in creative application, presentation skills, time management, and client management
- Participates in all aspects of business development from contract writing, presentation development, etc.
- Evolves & grows customer relationships
- High-level project management on special projects/new clients
- Create & train the organization on architectural standards & policies
- Oversee resource allocation & weekly utilization
- Lead initiatives internally to enhance connection & workplace morale
- Constantly evolve & enhance the development & maintenance of the firm’s presentation and documentation standards
- High level design accuracy review
- Recruit & interview potential employees for services department
• Opportunity to participate in company leadership activities, such as quarterly and yearly company meetings

QUALIFICATIONS
• Bachelor’s degree or higher in Architecture
• 10+ years experience in Architecture, expertise in Multi-Family design discipline desired
• Strong organizational skills
• Collaborative spirit
• Mentor/leader
• Promote team building activities and teamwork/morale
• Willingness to stretch out of one’s comfort zone
• Pro-active, not reactive
• Solution-oriented
• Committed to succeed and willing to give 100%
• Excellent verbal and written communication skills
• Strong leadership skills with the ability to encourage, direct, correct, & develop staff