



## **K -12 Senior Project Manager**

### **Company Description**

Alliance Architects is well known in the industry for its professionalism, design expertise and ability to deliver projects that meet the highest levels of client satisfaction. We employ a solid base of exceptional team members that each play an integral part to the success of the company. We strive to be a design leader in market segments where clients recognize and appreciate our innovative, culturally centered solutions, that challenge our people and create opportunities for them to grow. Alliance Architects offers a collaborative Team Member-focused work environment that encourages fresh and exciting solutions to our clients' visions. Come see what we mean by "Creativity Done Right".

### **Title**

Senior Project Manager / K-12

### **General Role Description**

The Senior Project Manager is an expert in managing the full gamut of the design and construction process of K-12 facilities. This individual understands how to develop and maintain positive relationships that result in long-term partnerships with clients, contractors, consultants and trade partners. The Senior Project Manager excels at consistent and accurate communication with all parties involved in the project process. The individual will lead teams with a project focus that includes; how the project fits with the clients' goals while adhering to schedule and budget. It is expected that the individual will champion the core values and promote our culture.

This position Reports to the Vice President and has direct supervisory responsibilities of Project Managers and others as directed.

### **High Level Key Responsibilities**

#### **Business Development, Strategic Marketing & Sales:**

- Provide assistance in fostering Business Development Marketing and Sales within the culture
- Proactive utilization of the Client Relationship Management (CRM) Database

- Own specific aspects of the Market Share Process for K-12 – focused on new clients and new business
- Own specific aspects of the Client Share Process for K-12 clients – focused on existing client and growing existing business

### **Project Management**

- Assist the Vice-President in the daily management of K-12 Studio responsibilities.
- Assist in the referral and interviewing of candidates for new positions.
- Assist in the evaluation and performance review of current team members, when appropriate.
- Assist the firm management in training and quality control activities, as assigned.
- Be a positive spokesperson for the firm and the profession in the community.
- Be a leader and encourage growth and advancement of other firm team members.
- Assist in the development of firm standards and practices to increase efficiency, quality, productivity and profitability.
- Assist the Vice President in firm strategic management and the setting of goals and objectives.
- With Vice-President, establish and manage a team of professionals and paraprofessionals (both within and outside the firm) in the planning, execution and construction of the firm's K-12 Studio.
- Responsible as the primary point of information and contact with the client and his/her associates.
- Make sure that the client's expectations are being met.
- Ensure that all significant project related events are properly recorded, documented and filed.
- Assist Project Managers and Architects in developing a project schedule / work plan and monitor its progress.
- Make adjustments to the work plan and project staffing to ensure successful and timely completion of the project.
- Work with other project managers to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Contract for the services of qualified consultants, as needed, to complete the project.

- Monitor the quality of the work and make adjustments to ensure high quality service to the client and minimum liability exposure for the firm.
- Take responsibility for the financial success of the project – in other words, make sure that the project meets the firm’s financial goals and expectations.
- Build positive relationships with clients, firm personnel, consultants, contractors and other project team members.

### **Qualifications**

- Licensed or broadly experienced professional (Architect, Engineer or Interior Designer).
- A minimum of ten years experience working in K-12 market.
- Experience on a variety of K-12 projects.
- Broad based experience in project management, construction administration, consultant contracting and relationships, client management and relationships, working with public officials and working with typical contract documents.
- Active in the K-12 community and/or professional associations.

### **Compensation**

- Base Salary
- Discretionary Bonus
- Healthcare
- Dental
- H.S.A. (Health Savings Account)
- Life Insurance
- Discretionary 401k
- Mileage reimbursement