



STONE GROUP
ARCHITECTS

HIRING:

PROJECT MANAGER

Stone Group Architects is currently seeking a Project Manager with 5 plus years' experience to join our team. As a Project Manager, you and the Principal Architect are responsible for project financial performance and team communication. The Project Manager should be 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. You will be responsible for leading the project team with the clear goal of providing the highest quality of service and Client satisfaction along with quality architecture. The Project Manager will maintain and monitor project profitability and schedule adherence, and coordinate and manage project communications, contracts, budgets, and schedules.

Responsibilities

Leadership:

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

Management:

- Work with Project Architect to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Plan, organize, and manage projects. Provide on-going communication through team meetings, minutes, and up-date memos to project team.
- Communicate with consultants, contractors, sub-consultants, and other disciplines to ensure effective communication.
- Monitor construction administration throughout the construction phase.

**Client Interface:**

- Responsible for maintaining Client relationships throughout project. Keep 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.
- Consult with Client to determine function and spatial requirements. Prepare information regarding design, specifications, materials, color, equipment, estimated costs, and construction time. Plan layouts of projects and integrate engineering elements into unified design for Client review and approval.

Business Development:

- Participate in developing annual business plan for the business unit.
- Identify new business opportunities while developing current Client relationships. Listen for and seek out new projects which may exist or are being formulated.
- Participate in selected marketing and business development opportunities.
- Assist in development of fee proposals for marketing proposals.

Staff Development:

- Provide leadership including professional development coaching and staff mentorship.
- Define staff requirements for projects as needed or directed. Make recommendations to senior management for staff promotions/terminations for project teams and Architecture discipline. May participate in interviews and recruiting of professional staff.

Required Skills:

- Thorough understanding of project work plans, schedules, staffing, and budgets.
- Proficiency in Autodesk Revit.
- Proficiency in Microsoft Office Suite.
- Proficiency in Photoshop, Illustrator, Sketchup, and InDesign graphic software preferred.
- Strong verbal and written communication skills.
- Ability to work in team environment.
- Ability to effectively meet deadlines.

Qualifications:

- Bachelor's degree 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 Federal, VA, and healthcare Clients preferred.
- Exceptional attention to detail and quality.
- Ability to stay calm under pressure.
- Methodical and thorough approach to work
- Organized and effective at multitasking and prioritization.
- A great team player with desire to show initiative.



Stone Group Architects 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.

Stone Group Architects is a growing Architectural firm that does work across the entire United States. We operate from five offices in Sioux Falls, SD; St. Paul, MN; Fargo, ND; Rapid City, SD and Sioux City, IA. Stone Group Architects professionals work side by side with some of the leading experts in healthcare, retail, office, education, recreation/wellness, and military to plan and design projects that provide inspiring environments for the people who occupy them and the communities where they reside.

We are a Service-Disabled Veteran-Owned Small Business (SDVOSB), and great customer service is a key part of our culture. We are committed to providing supportive, respectful, and collaborative service to all our clients – and all our employees provide that for one another, as well. We work hard to listen more than we talk, and we design for what our clients need, not what we want. If you are interested in joining a team where you can make a difference, grow your career quickly and work with amazing people, Stone Group Architects is the place for you. For more information, please visit our website at www.stonegrouparchitects.com. Stone Group Architects is an equal opportunity employer.

This position is full-time. We will interview until we fill the position. Stone Group Architects offers a flexible work environment with a fun office culture. Full time employees are eligible for benefits to include:

- Competitive salary DOE
- Health Insurance
- Dental Insurance
- Vision Insurance
- Group Term Life Insurance and AD&D
- Paid Time Off
- Paid Holidays
- 401K/ROTH Retirement Plan
- Long Term Disability
- Short Term Disability
- Section 125 Flexible Spending Plan
- Membership Dues & Continuing Education Support
- Bereavement Leave

Interested applicants may email resume, portfolio, and contact information to James Linn at JamesL@stonegrouparch.com

