SR. PROJECT MANAGER

QUALIFICATIONS

- Concurrently holding a responsibility-based position of Designer III or above / Architect III or above
- Minimum of *10 years** of professional experience
- Demonstrates ability to perform the requirements of Project Manager with proficiency
- Highly advanced knowledge and expertise in the field of Architecture / Landscape Architecture, with a focus on quality and research

PERFORMANCE EXPECTATIONS

- ***Independence and excellence*** through All design phases from conception through construction
- ***Independence and excellence*** in all "Performance Expectations" associated with Project Manager and responsibility-based title
- Accountability for the success of projects
- Continuously expanding and updating professional knowledge through research and honing both skills and knowledge base
- Shows leadership and initiative to expand and disseminate knowledge through educating, supporting, and mentoring staff
- Presents a high level of professionalism, accountability, and performance

RESPONSIBILITIES

- All Project Manager Responsibilities
- Serve as the main point of contact with client during **all** phases
- Mentor young staff during projects
- Initiate project updates with Principal in charge regularly
- Review project hours weekly & advise team to correct as needed
- Assist by reviewing monthly invoices & communicating concerns to Principal in charge
- Skillfully communicate with clients and technical teams
- Solicit, award, and manage contracts for design consultants
- **Prepare** proposals and marketing materials with Principal oversight

ADDITIONAL OPPORTUNITIES

- Sr. Project Manager position is considered eligible for a Leadership Career Pathway. The Leadership career path is a vehicle for identifying future candidates for the Board of Directors and firm ownership. Candidates must be licensed and exhibit excellence in leadership and professional initiative. Refer to qualifications of Associate Principal Architect.

ESSENTIAL EMPLOYMENT REQUIREMENTS

- Communicate clearly and effectively in English, both written and verbally
- Daily attendance for a typical workday and accurate recording of time
- Able to work cooperatively with co-workers and teams through all stages of design and construction
- Ability to work efficiently and meet project deadlines
- Knowledge and daily use of computers and the computer programs used in the office for job description
- Ability to work at a desk throughout the workday; adjustable (sit or stand) desks are standard
- Must be able to see, interpret, and analyze data in color on computer screens/programs and paper
- Must be able to handle stress

*The listed qualifying range of professional experience is a guideline which is subject to comparison against job performance. Individuals may be outside this range at NSPJ's discretion. **The above lists are not necessarily exhaustive and may be supplemented or revised by NSPJ, at its sole discretion.