

Project Manager

Design Collaborative is seeking a full-time, experienced Project Manager with a passion to improve people's worlds. Our Project Managers are responsible for drawing upon the resources and expertise necessary to deliver a timely, profitable, and technically excellent project. With a collaborative team-focused approach, the Project Manager plays a critical role within Design Collaborative.

As the primary contact with the client, the Project Manager plays a key role in Business Development, including pre-proposal contacts, proposal preparation and presentations, client maintenance, and support for the firm's public relations efforts. Strong customer relations, organization, and communications skills are essential in this role.

Additionally, the Project Manager schedules and manages project personnel assignments and assists the Studio Manager in the continued growth and development of his/her team members. The ideal Project Manager can prioritize and manage multiple projects in a fast-paced environment. Preferred market experience includes civic, financial, healthcare, higher-ed, multi-family, or workplace.

Qualifications

- Bachelor's Degree in Architecture or equivalent experience in a construction related industry
- 5 years' experience with an Architectural firm or experience within the Construction industry
- 2 Years' experience as a project manager on commercial or large scale residential construction projects
- Experience with project scheduling and planning
- Experience with client relationship management

Knowledge, Skills, and Abilities

- Ability to develop and motivate team members
- Ability to manage multiple projects and multiple project teams
- Working knowledge and understanding of Revit and BIM
- Proficiency with Microsoft Office Suite
- Strong organizational and time management skills
- Strong verbal and written communication skills
- Proven success developing creative solutions, problem solving, and critical decision making
- Experienced client relationship management skills

Key Responsibilities

- Business Development / Client Relations
- Manages the project process from marketing proposals through post construction client relations
- Project fee development, projections tracking, and invoicing
- Personnel Resource Scheduling

Ready to join the DC Team? Email your resume to: work@designcollaborative.com

Salary will be commensurate with education, credentials, and experience. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, sexual orientation, gender identity or national origin.