



Senior Project Architect

Spirit Architecture Group, LLC is looking for a dynamic individual to augment existing staff to meet our expanding client needs. A senior architect will organize and lead projects which are of larger complexity and scope in collaboration with the principal in charge [PIC]).

This position works with owners, directs employees and consultants at all levels to ensure proper steps and procedures are taken and that work is completed as planned, budgeted, scheduled, and in conformance with the design intent and contract deliverables. The senior project architect will participate in office-wide initiatives aimed at improving or impacting practice, business operations, or business development. They will need the skills and expertise to provide guidance for other projects and managers in the office.

Primary Duties and Responsibilities:

- Supervise, coordinate, plan, and review the work of the entire project team.
- Define the unique project goals and objectives with a client and communicate them to the project team.
- Manage changes in scope, schedule, and fee throughout the project to ensure project success.
- Prepare contracts and conduct client and consultant negotiations for a wide variety of project types.
- Proactively, organize and execute marketing and business development opportunities.
- Project a collaborative environment for both internal and external team members.
- Identify skills and areas of staff interest for growth and development opportunities.
- Participate in updates to standards, processes, and project delivery.
- Conduct construction administration during the construction phase.
- Develop and maintain positive relationships with clients, consultants, contractors, and jurisdictional/approval agencies.
- Marketing & client development for new projects.

Education and Experience:

- Requires a Bachelor's or Master's degree from an accredited program.
- Architectural License and LEED AP are preferred.
- Minimum 10 years of Architectural Project experience.

Knowledge, Skills, and Abilities:

- Advanced ability to communicate through verbal, written, and graphic communication formats.
- Possess advanced knowledge of drawing and production software.
- Advanced ability to prioritize and evaluate multiple important tasks.