



Kalamazoo Regional Manager, Architecture

Summary:

We are seeking a leader for our regional architectural studio which is moving to a newly renovated office in the Northside neighborhood of Kalamazoo. It is a challenging opportunity for an architect looking for the next big step in his or her career. Candidates must have excellent business development skills and a passion for mentoring a design team dedicated to producing exemplary work. This opportunity builds on Wightman's strategic commitment to growth and the development of the Kalamazoo region.

The Regional Manager for Architecture is responsible for developing and managing the work and budgets of the department's Architects, Interior Designers, Planners and Production Staff. The Regional Manager for Architecture often serves as the Project Manager for medium to large architectural projects. The Regional Manager for Architecture works closely with other Wightman professionals to create outstanding design projects which are safe, sustainable, and enriching places.

Essential Functions

- Owns business development efforts for architecture in the Kalamazoo market
- Maintain and foster good relationships with current and potential clients
- Analyze current state of architecture work and develop strategy to increase efficiency and revenue
- Manage and mentor licensed and unlicensed staff including assignments of projects and priorities
- Monitor performance and direct necessary corrective actions on each project from the standpoint of client satisfaction, profitability and timeliness
- Managing the scope, planning, design, execution, monitoring and closure of architectural projects
- Preparing and managing department and project budgets and schedules
- Monitoring and reporting progress toward project completion
- Establishing department policies, procedures and standards
- Meeting regularly with other department leaders

Required Skills & Behaviors

- Excellent communication, organization and writing skills
- Demonstrated experience to develop new clients for a firm
- Strong office management and project management experience
- Ability to work with multiple clients, contractors and subcontractors
- Team-based mentality and ability to mentor staff

Organizational Relationships

- Reports directly to Director of Architecture

Required Education/Experience

- Bachelor's Degree in Architecture
- Professional licensure required

Preferred Education/Experience

- Experience in sustainable design/LEED
- Certification in project management

Travel

- 10-25% local travel

If interested, please email your resume to hr@gowightman.com