



DIRECTOR OF DESIGN

JLA Architects is a full-service architectural firm with offices in Madison, Milwaukee, and Denver. We have built a strong & consistent reputation with our clients, consulting partners, municipal bodies, and the community at large. Our success can be directly attributed to our diverse team and our approach to our work – which is inclusive & collaborative.

JLA's evolution has been strategic – we have created a team structure and procedural systems that foster collaborative work – taking advantage of all team members' unique perspectives & ideas. This has served us well for growing our client base, diversifying our project types, and improving our standing in the industry. We will continue to evolve with a never-ending goal of improving ourselves – individually & collectively – to better serve our team and our clients.

We are currently searching for the 'right' enthusiastic & dedicated leader to join our team full-time as our firm's Director of Design.

Position Summary:

As Director of Design, your responsibilities will be to conceive, implement, and oversee processes, initiatives, and standards that will help cultivate & maintain a collaborative design culture. This position is intended to maintain and improve the quality of our firm's designs; not just measured in terms of aesthetics, but also as they relate to market standards, budget/constructability, and client goals/objectives.

As Director of Design, you will report to, and take general direction from, JLA's Director of Architectural Operations. You will have a considerable amount of autonomy. You will be expected to prioritize, coordinate, and execute your work independently as well as collaboratively with other designers and the Operations Team. The Director of Design will be expected to effectively mentor & direct JLA team members with varying experience, knowledge, and skillsets – but will primarily be interacting with those team members that have design-focused project roles.

Periodic travel to all JLA offices may be required. The expected workload would be between 43-47 hours per week. Although JLA offers 'work-mode' flexibility, it is expected that the Director of Design would regularly perform their responsibilities 'in-person' with the potential for periodic 'remote-work' when appropriate.

Specific functions & responsibilities of the Director of Design include, but are not limited to, the following:

General Responsibilities:

With the support & guidance of the Director of Architectural Operations, specific functions & responsibilities of the Director of Design include, but are not limited to, the following:

- Continually evaluate JLA's design processes - to identify & implement policies, processes, and standards to improve design efficiencies & promote collaboration.
- Conceive & implement processes to increase & promote design collaboration – both formally & informally.
- Lead JLA's Design Influence Team – to obtain team input about policies, processes, and standards as they relate to JLA's design approach & processes – and to build consensus for strategies to improve them.
- Stay knowledgeable on current trends in design & construction as they relate to various project types – but primarily those project types in which JLA works – and disseminate this knowledge to the JLA Team as appropriate.
- Conceive & implement JLA Team training & continuing education (including the development of training documents) for design-related issues.
- Periodically assist 'Lead Designers' in conceiving initial design strategies for their projects.
- Provide informal 'on-demand' design collaboration & mentorship to the entire JLA Team – but specifically those team members with design-focused project roles.

- Participate in formal project design reviews as a part of JLA's Quality Assurance / Quality Control process.
- Periodically support/supplement project teams in their design efforts or in their interactions with clients, municipal bodies, etc. when a project's 'Lead Designer' is not available (PTO, etc).
- Provide input to Office Directors and Project Manager as it relates to scope of work, design deliverables, & project schedule;
- Periodically assist the JLA business development team and JLA marketing team with their respective efforts & initiatives as needed.
- Collaborate with the JLA Leadership Team as necessary to assist them in the evaluation & implementation of their various initiatives.

Qualifications:

The ideal person for this position would have the qualities, skills, and knowledge listed below.

- Typically, 15+ years of experience at an architectural firm;
- Typically, 10+ years of experience in a 'lead' design role – independently conceiving & refining design concepts;
- Typically, 5+ years of experience leading / mentoring other individuals in project design;
- Expertise in a 'lead' design role for significant mixed-use & multi-family housing projects;
- Significant experience working with, or for, private developer clients;
- Significant experience in masterplanning or urban design;
- Significant knowledge of zoning code & building code concepts and 'hot-button' code issues;
- Significant knowledge of typical construction types & practices;
- Exemplary design skills in terms of aesthetics & efficiency;
- Experience with, or exposure to, Sketch-Up software;
- CAD / BIM experience is preferred, but not required;
- Experience with Adobe Suite software;
- Experience with Microsoft Office Suite software;
- Soft skills and emotional intelligence to effectively lead & mentor a variety of people with different backgrounds, skillsets, and personalities;
- A great attitude, great work ethic, and no inflated ego;

Compensation & Benefits:

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Professional Development Time Off, Volunteer Time Off, Health Plan, Vision Plan, Dental Plan, 401K Plan, Group Life Insurance, Long-Term Disability Plan;
- Standard Holidays;
- Family-oriented, flexible schedule with hybrid/remote work potential;
- Team-oriented, relaxed (but professional) culture;

Request an Interview:

If you are a qualified candidate for this position and would like to request an interview, please submit the following information to the office below or e-mail to [JLA Human Resources](#).

- Professional Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.
- Past salary history and anticipated salary expectations.

JLA Architects provides equal employment opportunity to all applicants and promotional opportunity to all employees without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, protected veteran status, or any other protected characteristic. JLA Architects is committed to recruiting, hiring, training, and promoting persons in all job titles, as well as ensuring that all other personnel actions are administered, without regard to the protected characteristics outlined above.