



DIRECTOR OF PROJECT MANAGEMENT

JLA Architects is a full-service architectural firm with offices in Madison Wisconsin, Milwaukee, Wisconsin and Denver, Colorado. 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 and 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 and 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 Project Management.

Position Summary:

The Director of Project Management is a leadership position created to assist in maintaining the quality & consistency of JLA's project management - at all phases of a project's lifecycle. To help meet this goal, the Director of Project Management's general responsibilities shall include:

- Continual collaboration with JLA's Director of Architectural Operations to assist in evaluating, improving, implementing, and overseeing project management processes, initiatives, and standards.
- Providing regular, structured support to all Project Managers in their work - encouraging a sound & consistent Project Management approach across the firm, evaluating how Projects are 'tracking' with workplan & schedule expectations, and proactively identifying project challenges & strategizing about potential solutions.
- Serving as an 'interim' Project Manager for project pursuits or projects early in their lifecycle – before they are assigned to 'permanent' Project Managers.

The Director of Project Management will be a member of JLA's Operational Leadership Team – which currently includes the firm's President, the Director of Architectural Operations, the Director of Design, all Office Directors, the Director of Quality Control, the Director of Marketing, and the Director of Team Development. The Operational Leadership Team serves as an 'Advisory Team' for the firm's President as well as a collaborative peer group for which members operate under a model of 'Dynamic Subordination' to continually improve the way the firm operates.

The Director of Project Management will report to, and take general direction from, JLA's Director of Architectural Operations. This position will have a considerable amount of autonomy - expected to prioritize, coordinate, and execute their work with little direction. The Director of Project Management is expected to be highly collaborative – with substantial collaboration with the Operations Team and JLA's Project Managers.

Although this position shall have no 'direct reports', the Director of Project Management will be expected to effectively advise & support all JLA team members with varying levels of experience, knowledge, and skillsets – but will primarily be interacting with Project Managers.

Periodic travel to all JLA offices may be required. The expected workload would be between 43-45 hours per week. Although JLA offers 'work-mode' flexibility, it is expected that the Director of Project Management would regularly perform their responsibilities 'in person' with the potential for periodic remote work when appropriate.

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

Administration & Operational Responsibilities:

- Collaborate with the Director of Architectural Operations to evaluate & improve project management processes, initiatives, and standards.
- Lead the Project Manager Influence Group – obtaining input & building consensus among Project Managers on issues related to Project Management processes, initiatives, and standards.
- Create Projects on JLA's network and in JLA's Ajera platform.
- Lead regular, structured 'check-ins' with all Project Managers to:
 - Provide general guidance, coaching, and advice to address project management, Client management, and team management issues - proactively collaborating to identify & solve potential challenges & promoting consistency between Project Managers.
 - Provide support & collaboration on their project Work Plans & Project Schedules;
 - Provide support & collaboration on their project Scope & Fee Agreements;
 - Provide support & collaboration on their Ajera project structure & coordination with Work Plans & Fee Agreements.
 - Track the on-going progress of their projects as it relates to Work Plan and Schedule expectations;
 - Track the scheduling/timeliness of formal QA/QC Reviews.
 - Monitor the Project Manager's and Project Team's usage of JLA standards, processes, and checklists;
 - Help to train & coach PMs to improve client management and internal team management.
 - Periodically 'audit' Project Team Meetings and Site Observations.
- Participate in JLA's Team Scheduling Meetings to strategize about overall firm scheduling/workload and give input/insight about information learned in the regular Project Manager 'Check-Ins'.
- Assist in the process of Project Manager transitions – switching the Project Manager of a Project.
- Conceive & implement – with collaboration from others on the JLA Operational Leadership Team – a professional development 'track' for individuals that desire to evolve into a Project Manager role.
- Assist in the 'onboarding' and training of new Project Managers.
- Organically mentor less experienced Team Members in the architectural profession;
- Collaborate with the JLA Operational Leadership Team as necessary to assist them in the evaluation & implementation of their various initiatives.
- Periodically assist the JLA business development team and JLA marketing team with their respective efforts & initiatives as needed.
- Perform other administrative & operational responsibilities as required or assigned.

Project Management Responsibilities:

- Function as the Project Manager for projects early in their 'lifecycle' – until a 'permanent' Project Manager is identified & assigned to the project. This would include:
 - Producing & maintaining preliminary project 'Work Plans' & Project Schedules;
 - Soliciting Consultant Scope & Fee Proposals;
 - Producing 'Draft' Scope & Fee Agreements;
 - Conceiving & managing the internal & external team's workflow, schedule, and deliverables to meet Client/Project objectives.
 - Performing or overseeing preliminary zoning & building code reviews as necessary;
 - Leading internal & external project meetings;
 - Producing (or overseeing the production of) project meeting agenda and minutes.
 - Providing continual proactive communication with the JLA Project Team, Clients, Consultants, Contractors, etc;
 - Preparing for, attending, and participating in external meetings after traditional business hours (as necessary);

- Identifying key/unique issues, considerations, and/or deficiencies to address as the project progresses;
- Providing (or overseeing) external consultant document review/coordination;
- Performing Quality Control Reviews on project progress documents utilizing standard JLA methods & checklists;
- Perform other project management-related responsibilities as required or assigned.

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 as a Project Manager;
- Experience managing projects of a size and scope similar to that of JLA projects. (or demonstrated equivalent)
- Experience with private developer clients, various project delivery methods, and diverse architectural markets;
- Demonstrated pro-active and effective leadership both internally & externally as measured by peer & client feedback;
- Willingness to practice and promote continued education of self and teammates.
- Demonstrate exemplary technical knowledge, soft skills, and emotional intelligence to effectively direct and mentor less experienced/skilled team members.
- Demonstrated exemplary technical knowledge, soft skills, and emotional intelligence to effectively manage clients in terms of their expectations, project schedules, scope of work, and their overall confidence in JLA.
- Demonstrated knowledge of zoning code and building code concepts.
- Can produce complex project workplans, project schedules, and project scope & fee agreements with very little input/overview from the Director of Architectural Operations and/or Office Director.
- Demonstrated ability to manage complex projects and/or large project teams with multiple internal and external team members.
- A great attitude, great work ethic, emotional maturity, and NO inflated ego.
- The ability to work effectively with a variety of people with different backgrounds, skillsets, and personalities;
- Familiarity with the following design and production software: SketchUp, Revit, and AutoCAD Architectural Software.
- Familiarity with Adobe Suite Software;
- Experience with Microsoft Office Suite Software;
- Please note that a Master's Degree, Registration/Licensure, LEED, PMP or other credentials are not required but are preferred.

Compensation & Benefits:

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Health Plan, Dental Plan, Vision Plan, 401K Plan, Family Leave, Group Life and Long-Term Disability Plan;
- Ten (10) Standard Holidays + additional Volunteer Time Off & Professional Development Time-Off;
- Family-oriented, flexible schedule – with a potential for a hybrid 'In-Office / Remote' schedule;
- Team-oriented, relaxed (but professional) work environment/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 jlee@jla-ap.com and afredendall@jla-ap.com.

- Professional Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.

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.