



OFFICE DIRECTOR (Madison)

JLA Architects is a small, but growing, full-service Architectural Firm with offices in both Madison & Milwaukee, Wisconsin. We work on a variety of project types throughout Wisconsin – with the goal of expanding into new market segments – both geographically and by project type. We have a fast-paced, team-oriented atmosphere and encourage the professional growth of our team. We place a strong emphasis on Client service & satisfaction – placing it as our top priority. We are currently searching for the 'right' enthusiastic & dedicated person to join our team full-time as an Office Director in our Madison office.

Position Summary:

As the JLA Madison Office Director, your responsibilities will be to oversee the general operations of the JLA Madison Office – from small administrative tasks to 'big-picture' strategic planning. The Madison Office Director will be expected to effectively direct & manage Team Members with varying experience, knowledge, and skillsets as well as external Consultants, Vendors, and Clients.

The Madison Office Director will be expected to work independently to initiate, prioritize, coordinate, and execute all of their responsibilities and meet their performance goals. This position is an important & influential internal 'face' of JLA Architects' leadership and should always be professional & engaging.

The Madison Office Director will directly report to the Firm's President, and will be a member of JLA's Operational Leadership Team – which includes the Firm's President, all Office Directors, and the Director of Administration Operations. The Operational Leadership Team serves as an 'Advisory Team' for the Firm's President as well as a collaborative peer group for which members update the group on the status of their respective initiatives, discuss how their respective initiatives may overlap & influence the overall operations of the firm, and to seek & obtain council/advice from other members.

The Madison Office Director is a 'Supplementary Role' at JLA Architects – where the individual in this position shall also have a 'project-specific' role/position such as Project Manager, Project Architect, Project Designer, etc. Obtaining the role of Madison Office Director will reduce the time that this individual will be expected to dedicate to their 'project-specific' role, but does not have an impact on the responsibilities, the standing, or the authority that this individual would have in their 'project-specific' role or their project-based relationships with other members of their Project Teams. Please see the descriptions of other 'project-specific' positions for more detailed information.

The expected workload for the Madison Office Director - along with their 'project-specific' position - would be between 45-50 hours per week, on average. Periodic travel to Milwaukee will be required.

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

General Administration & Operations

- Keep Clients Happy;
- Collaborate with firm President, and Operational Leadership Team to conceive & implement strategic planning initiatives to improve the firm's efficiency & quality of work product;
- Collaborate with firm President, and Operational Leadership Team to conceive & implement strategic planning initiatives for market & geographic growth;
- Collaborate with firm President, and Operational Leadership Team, to review, conceive, & implement the firm's policies & procedures;
- Collaborate with Information Technology (I.T.) Consultant(s) to resolve all computer hardware, computer software, & computer network related issues & needs;
- Maintain confidentiality of future initiatives and employee/team information;
- Prepare & Coordinate Agreements with Clients & Consultants;

- Evaluate, obtain, coordinate, and maintain outside vendors & agencies;
- Maintain consumable office supplies;
- Perform other Operational-related duties as required;

Human Resources:

- Collaborate with firm President and Business Administration Director to evaluate Madison Team Members, identify strengths & weaknesses, and implement strategies to adjust the "Team mix" as necessary;
- Collaborate with firm President, other Office Director and Business Administration Director to review, identify & define position descriptions & responsibilities;
- Positively impact Madison team dynamics, efficiency, and results by proactively coaching, counseling, and disciplining employees and by planning, monitoring, and appraising job results on an ongoing basis;
- Proactively foster an office culture of respect, inclusion, teamwork, and creativity;
- Lead and/or participate in the search for, and identify, potential new Madison Team Members;
- Lead and/or participate in potential Madison Team Member interviews & follow-ups;
- Understand company personnel policies, benefits, and procedures;
- Lead Madison Team Member performance evaluations & reviews – administered with the firm President and/or the Business Administration Director;
- Administer Team Member termination, when necessary, with the firm President and/or the Business Administration Director;
- Maintain Team Member confidence by keeping all hiring, personnel, and termination information confidential;
- Collaborate with firm President to evaluate Madison Team Member compensation adjustments;
- Perform other human resource related duties as required & assigned.

Qualifications:

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

- 10+ years of experience at an architectural firm, at least five (5) years of experience managing projects & project teams, at least one (1) year of experience as an 'Assistant Office Director' at JLA Architects;
- Some relevant experience working with, or for, private developer clients.
- The understanding that our clients are our lifeblood and that client satisfaction is our greatest priority.
- A genuine leadership style consistent with the JLA Leadership Philosophy.
- A great work ethic, and **NO** inflated ego.
- The ability to work effectively and fairly with a variety of people with different backgrounds, skillsets, and personalities.
- The ability & desire to work in a fast-paced, multi-tasking environment - while maintaining a keen attention to detail.
- The ability to prioritize & execute a variety of tasks within a single project and across multiple projects.
- Experience with both Revit and AutoCAD Architectural Software.
- Experience with Sketch-Up software;
- Experience with Microsoft Office Suite Software;
- Experience with Adobe Suite Software;

Compensation & Benefits:

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Health Plan, Dental Plan, 401K Plan, Long-Term Disability Plan;
- Standard Holidays + Bonus Time Off;
- Family-oriented, flexible 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 the office below or e-mail them to JLA at HR@jla-ap.com.

- 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.