

Position Opening: Client Manager-GREATER HOUSTON AREA

Project leaders and all Team Members at PlanNorth lead with values. The core values of PlanNorth contribute significantly to the overall culture of the projects and team. Those values are:

- Share what you know
- Have fun practicing architecture
- Unite others during a challenge
- Give back generously
- Treat every project like it was your own

In addition to those values, the PlanNorth team follows a Culture Document which outlines what to expect from a person's individual experience at PlanNorth. Prior to applying for this position, candidates should read and reflect upon whether they personally would add and receive value from such a culture, and be ready to discuss. Team and project leaders will lead from a place of confidence in the proven success of the PlanNorth culture.

Candidates are qualified for this position by the following professional credentials:

- 7+ years of experience working in the field of architecture, in the role of project management or business development on commercial construction projects
- 2+ years of experience where the candidate was involved regularly in the construction administration process
- 2+ years of experience in a project leadership role where the candidate was in client, contractor and consultant communication
- A valid Texas Architectural License is not required for this role

Abilities and Contributions which we believe are critical to this role include:

1. Experience in competently and confidently participating as a leader in meetings with industry professions and owners, incorporating and working through regular challenges throughout the duration of a project
2. Experience in advising/educating prospective clients on relevant design information
3. Solid ability to develop new approaches to challenges encountered
4. Ease and professionalism in communication with engineering disciplines, contractors, owners and local authorities alike
5. Willingness to incorporate best practices and provide QA/QC conformity leadership within the firm
6. Willingness to take the time to teach reasoning behind decisions within the firm and for clients
7. A forward-thinking approach to innovation and ideas, working to incorporate best practices and new technologies into buildings while respecting owner's expectations, budgets and overall project goals
8. Experience in overview and coordination of project specifications and drawings in collaboration with the project architects
9. Routine participation in strategy meetings as part of the PlanNorth leadership team

10. Dedication to professional growth/education, including continuing education and certifications such as project management, code understanding/authority, and other industry specific areas of specialty
11. Ongoing mentorship within the firm to create a culture of design professionals with a well-rounded knowledge of industry best practices
12. Display of professional judgement in all matters, with the ability to bring critical issues to the table for group discussion
13. Strategize and lead action toward long-term company vision/goals (professional development of the team, seeking out and completing high-quality projects, QA/QC goals, recruiting, etc.)
14. Create and develop industry relationships including clients, contractors, local authorities and consultants in a specific area of practice or region
15. Work alongside the PlanNorth marketing team to identify potential projects and clients for the firm, including RFQs and private opportunities
16. Leadership role(s)/reputation in your own community which reflect your personal values as well as a shared professionalism/culture of the firm
17. Scheduling and tracking of projects during design and construction
18. Create and review/confirm design proposals, as well as consultant proposals/agreements
19. Collaborate with legal teams as necessary for specific project requirements
20. Participate and assist Architects through programming approaches appropriate to the size, scale and complexity of the project
21. Plan, organize and implement design development efforts. Work to balance expectations and cost concerns, track decisions and client concerns for end-of-project owner satisfaction
22. Participate in Construction Administration on projects under your leadership/participation
23. There are many candidates who will be qualified for this role with respect to professional credentials, “on paper”. The best candidates will demonstrate an intrinsic motivation to contribute to the greater purposes of team culture, design quality, and client success. Every team member must be able to respect and motivate others’ ideas, contribute in a unique way, and hold a standard in keeping with the PlanNorth culture. Holding others accountable at PlanNorth starts with the most difficult job of all, holding oneself accountable. For a project leadership position such as this, these traits are critical to the team and the individual.

Overall compensation and benefits will be based on the experience of the applicant and are negotiable. It is anticipated that this will be a salaried position. Typical benefits include (3) weeks paid vacation, (10) paid office holidays, a fully hybrid work environment, 401K and 401K transfer options, and a one-of-a-kind working culture. Each individual at PlanNorth makes their own hybrid work schedule in collaboration with the team, with an emphasis on family and individual preferences. Interested individuals should contact Ryan Key at ryan@plannorth.com. The interview process will consist of an initial phone call, the completion of working profile assessments, a meeting with members of PlanNorth project team, and a meeting with the firm owners. Candidates must be able to provide three, non-familial character references.