

Director of Design Services

EDUCATION

Degree from Accredited Architectural or Interior Design Program

EXPERIENCE

15+ years

LICENSE

Must have Architecture or Interior Design license in the State of Texas

OBJECTIVE

Responsible for management and growth of the Design Group

JOB SCOPE/ESSENTIAL FUNCTIONS

- Participate in marketing and business development presentations and endeavors
- Strategize with the Executive Leadership team and identify markets of growth and develop steps for building new markets
- Strong presentation and communication skills
- Ability to professionally communicate when under pressure of multiple demands
- Strong ability to strategically lead clients as they plan for future needs and competition for talent
- Ability to lead the group with emphasis on client service, solutions specific to each client, project quality, thoroughness of deliverables, leading edge solutions and attention to budget and schedule
- Detail oriented and strong knowledge of design and knowledge that the spaces and details are constructible (technical knowledge)
- Strong knowledge of building, energy and accessible codes
- Strong organizational skills and commitment to deadlines
- Ability to organize group and staff projects effectively for specific client needs and deadlines
- Ability to multitask, coordinate and manage staff and projects
- Ability to set revenue goals in conjunction with the President and Studio Director
- Ability to forecast revenue and schedules
- Ability to collaborate with staff, clients, consultants, vendors and contractors
- Coordinate with the Studio Director in preparing proposals and fees
- Strong knowledge of the total project process, fees and schedules
- Monitor team's deliverables, schedules and profitability
- Keep a daily pulse on the group for potential issues before they arise and oversee resolution of issues if they arise
- Review and revise department standards in collaboration with the Studio Director

INTERPRISE

- Strong graphic design capabilities for presentation and marketing materials
- Mentor and inspire staff
- Maintain professional and positive atmosphere
- Monitor team's design directions and provide guidance
- Conduct periodic reviews of project progress to ensure the goals of the project are maintained
- Knowledgeable on software including, AutoCAD Architecture, Revit, Enscape, Photoshop, InDesign
- Actively involved in the design community
- Prepare articles for issuance through Interprise social media
- Participate in employee reviews as requested
- Participate in senior management & leadership activities
- Recruitment

PROGRAMS

- AutoCAD
- Revit
- InDesign