

# Substance Architecture

## Experienced Project Manager

Substance Architecture seeks an experienced project manager to join our design-centered, critically engaged practice in Des Moines, Iowa. Candidates for this position will have demonstrated success in leading multidisciplinary design teams in the planning, design and construction of large, complex projects.

Roles and responsibilities of this position include:

- manage projects for both private and public clients, with project budgets that may range from \$1 to \$100 million dollars;
- serve as primary client contact throughout the design and construction phases;
- lead communication efforts among all project stakeholders;
- supervise and coordinate internal teams to meet demands of budget and schedule;
- coordinate consultant teams, which may include engineering consultants, specialty consultants, LEED consultants, and others;
- prepare budgets, schedules, milestone deadlines, reports, and other required administrative tools;
- assist in preparation of fees and manage financial aspects of projects;
- participate in marketing efforts of the firm, including proposal preparation and project interviews;
- provide mentorship to less experienced staff.

Successful candidates will have the following minimum requirements:

- professional degree in architecture (BArch or MArch);
- professional license to practice architecture in Iowa (or, if licensed in another jurisdiction, ability to become licensed in Iowa via reciprocity);
- demonstrated experience in a project architect or project manager role on one or more projects with a budget of \$10 million or more;
- thorough understanding of building codes and documentation standards;
- understanding of modeling and production software sufficient to lead documentation efforts and produce project deliverables;
- understanding of competitive bidding laws and procedures;
- excellent organizational and communication skills;
- experience with project scheduling software and methods;
- ability to manage and supervise team members;
- ability to manage multiple projects at one time.

Additional qualifications may include:

- significant experience managing multiple projects with budgets over \$10 million;
- understanding of Lean/Target Value Design principles and their application to the design process;
- experience with alternative project delivery methods;
- proficiency in Revit or other BIM software;
- proficiency with Adobe Creative Suite or similar;
- LEED and/or CSI certifications;
- leadership in professional organizations and/or community groups.

Salary will be commensurate with experience and qualifications.

To apply for the position, please send a letter of interest, current resume, names and contacts of three references, and portfolio to Carrie Garner. Please highlight those projects and experiences in which you led a team in the role of project architect or project manager. Review of application materials will begin November 1 and will continue until position is filled. For more information about Substance Architecture visit our website:

<http://www.substancearchitecture.com/>

# Substance Architecture

## Experienced Project Manager

Substance Architecture  
1300 Walnut, Suite 201  
Des Moines, IA 50309  
(515) 699-1676