CITE DESIGN

PROJECT MANAGER JOB DESCRIPTION

Cite Design is seeking a full-time, experienced project manager to join our team for an in-person position at our Richmond, VA office. We are looking for an enthusiastic individual to provide superior leadership, design, and technical skills to our design teams, and advance Cite Design's mission of creating inspired, intentional places.

Responsibilities

Essential Duties and Responsibilities

Project Coordination

- Serve as primary point of contact for projects, including clients and consultant team members
- Assist with project workflow including project introduction, kickoff, and closeout
- Coordinate with Studio Leader and Project Teams to meet project timelines and budgets
- Assist Studio Leader with proposal development, fee estimation, scheduling, and forecasting
- Collaborate with Studio Leader to create project and work schedule

Project Management

- Manage daily and weekly design tasks of Senior Designer, Designer, and Intern
- Manage project development between Clients, Consultants, and Studio Leader
- Oversee and support team members with design tasks
- Ensure deliverables are completed on time, at a high quality, and within project parameters
- Maintain code and submission fluency and a strong working knowledge of current industry standards
- Monthly review of work in progress reports and approval of client invoices as they relate to contract
- Review of relevant project analysis reports with Principal

Project Execution

- Lead design production within design team
- Review and perform initial quality assurance and quality control for high quality deliverables
- Maintain ability to work through all design phases from conceptual design through construction administration, including but not limited to preparation of construction plans + sets

Supervisory Responsibilities

- Direct supervision of design team, including but not limited to: designing, planning, assigning, and directing work, reviewing work, and appraising performance of team members
- Participate in hiring process including interviews and providing hiring recommendations
- Assist with onboarding, training, and mentorship of new employees
- Facilitate and maintain excellent quality client, consultant, and vendor relationships

CITE DESIGN

PROJECT MANAGER JOB DESCRIPTION

Qualifications

- Degree in Landscape Architecture (undergraduate or graduate)
- 5-10 years related experience in a professional firm or design studio environment
- Excellent design skills, aesthetic sensibilities, attention to detail and organization
- Strong written, verbal, and graphic communication skills
- Ability to prepare clear, concise hand drawn and/or digital graphics
- Ability to manage and delegate multiple project tasks within a team
- Effective time management skills and the ability to prioritize tasks, manage multiple projects, and meet competing project deadlines
- Excellent problem solving and critical thinking skills
- Strong design intuition and creative talent
- Proficiency in AutoCAD, Adobe Creative Cloud apps, and familiarity with 3D modeling programs

Desired qualifications:

- Licensed Professional Landscape Architect (or other specialty focus)
- Experience delivering high quality, on-time, on-budget projects
- Site sustainability and other technical knowledge
- Ability to take initiative and investigate potential design solutions
- Sense of accountability

About Cite Design

Cite Design is a landscape architecture, planning, and urban design studio committed to creating inspired, intentional places. Cite Design works collaboratively with our broad range of clients including municipalities, institutions, architects, and developers to create places where people can socialize, learn, and grow.
We offer a friendly and collaborative work environment within an open-plan office working alongside other members of our team including landscape architects and designers. Please note, this is *not* a fully remote position. Compensation is commensurate with experience and skills.

To apply, please submit a cover letter, resume, and portfolio (PDF format) to **apply@cite-design.com**.
Position is available until filled.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability, protected veteran status, or any other characteristic protected by law.