



## PROJECT MANAGER

**Location: Eugene, Oregon**

**Job Type: Full-Time (Optional Flexible Hours) with Benefits**

TBG Architects + Planners is a reputable studio-sized architecture and planning firm located in downtown Eugene, Oregon. Established in 1949, TBG has a rich history of a service-centered practice with established relationships. We have a diverse portfolio including project types such as medical, commercial, institutional, religious, adaptive reuse and urban design. Our devoted and talented team works in an open and collaborative studio setting in which all members are valued and encouraged to achieve their greatest personal and collective potential. TBG has three deeply ingrained core values that guide our firm's culture, business strategies and team's actions.

### **T**eam

**We are dedicated to creating inclusive partnerships to achieve common goals with better outcomes.  
We value and recognize each contribution.  
We take ownership and commit to finding solutions.**

### **B**alance

**We work hard in a healthy work environment and then go home.  
We commit to serving our clients, communities, and planet.  
We make decisions that will last longer than we will.**

### **G**oodness

**We make honesty and transparency the foundation of our actions.  
We engage everyone with humility and respect.  
We embrace change, learning and growth as individuals and a team.**

TBG is seeking a highly capable team-oriented and value-aligned Project Manager to join our team. We are looking for a competent manager with experience successfully completing a wide range of complex project types and sizes; the ability to positively mentor junior staff; an advanced level of technical expertise; and a commitment to providing excellent client service and project results. The Project Manager will be under supervision of the Senior Directors and collaborate with staff, consultants, team partners and clients to ensure that projects are executed true to TBG's core values, and completed on schedule, within budget and consistent with the client's design aspirations. The successful candidate will need to have effective leadership abilities for both project management and contribution to the success of the firm as a whole. Accompanying the core values, we are looking for the following leadership qualities – humility, discipline, passion and optimism, positive growth mentality, accountability for self and team, and dedication to assisting others in reaching their full potential. Telecommuting is an option provided available for in-person meetings as needed.

## Essential Duties and Responsibilities

Overall:

- Embrace and model TBG core values!
- Follow TBG's procedures and systems
- Grow and contribute to TBG team's success

Project Leadership under Supervision of the Senior Directors:

- Execute and manage multiple projects and teams at once through all phases of design (preliminary design, schematic design, design development and construction documentation), permitting/bidding, construction contract administration and contract closeout
- Develop/maintain project scope, work plans, schedule and budget to reflect the goals and priorities of the client and TBG core values

- Assist with contract development and administer contract duties
- Ensure design, technical and financial quality assurance are performed at each phase of your projects
- Provide support to accounting in your project billing
- Write responses to RFP/Qs and negotiate scope, schedule and fees
- Lead/manage your project teams including the client, TBG staff and consultants
- Provide updates on project progress, concerns and financial status to your TBG teams on a regular basis
- Mentor the junior staff team members to encourage independent thinking and growth
- Organize internal design charrettes and lessons-learned opportunities for the firm
- Ensure your projects meet TBG standards for design, CADD, construction administration, graphics, etc.

#### Leadership:

- Effectively contribute to business management and development
- Represent the firm by fostering professional relationships
- Participate in business development
- Set an example of integrity through humble, professional, supportive and ethical behavior

### Minimum Required Qualifications

- Bachelor's or Master's Degree in Architecture
- Minimum of 10 years of previous professional experience in the field of Architecture with progressive responsibilities
- Minimum of one year of experience in a management role(s)
- Currently licensed to practice architecture – if not licensed in Oregon, successful candidate will be required to become licensed in Oregon within 6 months of hire
- Proficiency in writing specifications
- Proficiency with MS Office, including Word, Excel and Outlook
- Proficiency in AutoCAD
- Familiarity with Revit

### Preferred Qualifications

- Experience designing and executing a minimum of 5 complex projects as a project manager
- Experience in responding to RFP/Qs and interviewing
- LEED Accredited Professional
- Proficiency in Revit
- Experience with business management and marketing

### Professional Competencies

- Effective written and verbal communication skills – clear and accountable communication with clients, colleagues, contractors, consultants, jurisdictions and other team partners
- Knowledge of sustainability tools and systems (such as LEED, Living Building Challenge, Passive House, etc.)
- Knowledge of building materials, components and systems
- Willingness to grow and contribute to TBG team

Please send a letter of interest, resume and work samples or a link to your online portfolio by e-mail to Kristen Taylor at [ktaylor@tbg-arch.com](mailto:ktaylor@tbg-arch.com). TBG's website is currently under construction and not updated, so please contact Kristen to receive additional information on the firm.