



## 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 service-centered practice with long-standing and valued client 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 contributes to a collaborative 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.**

## Mission Statement

**Promote a culture of collaboration where people and places realize their full potential for the greater good in creating a positive community.**

TBG is seeking a highly capable team-oriented and value-aligned Project Manager to join our team. We are looking for a Project Manager who has a strong work ethic and positive growth mentality committed to client service excellence and high-performance team-oriented results with experience successfully completing a wide range of complex project types and sizes; the ability to positively mentor junior staff; and an advanced level of technical expertise. 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, 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.

TBG encourages personal growth and professional development in a supportive, collaborative, and accountable team environment. Our core values support flexibility in the work environment where remote work/telecommuting is an option. We provide opportunities and incentivize membership to professional organizations, professional licensure, and community service.

## Essential Duties and Responsibilities

Overall:

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

#### Project Leadership under Supervision of the Senior Directors:

- Execute and manage multiple projects and teams at once through all phases of design, 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 alignment with TBG core values, independent thinking, and growth
- Organize internal design charrettes and lessons-learned opportunities for the firm
- Ensure your projects follow TBG procedures and systems

#### 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)
- Proficiency in writing specifications
- Proficiency with MS Office, including Word, Excel, and Outlook
- Basic proficiency in AutoCAD
- Moderate proficiency in Revit
- Effective written and verbal communication skills – clear and accountable communication with clients, colleagues, contractors, consultants, jurisdictions, and other team partners

#### Preferred Qualifications

- 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
- Experience designing and executing a minimum of 5 complex projects as a project manager
- Experience in responding to RFP/Qs and interviewing
- Proficiency in Adobe Creative Cloud (InDesign, Photoshop, Illustrator)
- Advanced proficiency in AutoCAD and Revit
- Proficiency in SpecLink
- Advanced knowledge of building materials, components, and systems
- Knowledge of sustainability tools and systems (such as LEED, Living Building Challenge, Passive House, etc.)
- Experience with business management and marketing

#### Professional Competencies

- Dedicated to intentional and accountable behavior and communication

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). Candidates with transferable skills and experience are encouraged to apply. TBG's website is currently under construction and not updated, so please contact Kristen to receive additional information on the firm.