



## Associate Principal – Vero Beach Florida Office Job Description Overview

Are you a licensed architect, natural leader, and a strategic thinker with an exemplary management style? Do you have career aspirations to become a member of the leadership team? If you're also looking for a diversified firm that offers training and mentorship within its ten + different market sectors? Are you looking to become involved with initiatives and activities that advance your career and your Firm? Then this could be the opportunity you've been waiting for!

**Additionally, we are offering a \$10,000 sign on bonus!**

Spiezle Architecture is a 100% employee-owned firm! When you join Spiezle as an employee-owner, this is YOUR Company. By nature, employee ownership reinforces our culture of transparency and helps fuel our entrepreneurial spirit. As a leading architectural design firm, we collaborate with our clients to create innovative design solutions, build long-term value, and contribute to making our clients' lives easier daily. Since our founding in 1954, the firm has had remarkable leadership which provided consistent and steady growth over the years and always remained ahead of the competition which is why we are one of the top architectural firms in the region, and within the top 200 firms within the country. Our vision, mission, and values guide us in everything we do, and employee ownership shapes our culture. That means the success of our firm, as well as our future is a direct result of our employee-owners' efforts. Spiezle's Employee Stock Ownership Plan (ESOP) makes us accountable not only to ourselves, but to each other. It's our company, and our actions and engagement make the difference!

Employee-Owners wanted! As a nationally recognized and diversified design firm, Spiezle employee owners don't have jobs, but careers! The Spiezle team has earned a reputation as preeminent professionals who provide the best possible design and service. Such efforts have encompassed more than \$1 billion in construction projects in the last decade alone. With over 100 employees and seven locations along the East Coast, we assist clients with a variety of project types across the United States, led by our passionate Thought-Leaders, our work is focused on Education, Healthcare, Senior Living, Corporate, Multi-Family and Government projects. Which of these markets inspires your passion?

We are seeking a results-driven and talented licensed architect for our Associate Principal role to assist in leading our Vero Beach, Florida office. This exciting opportunity will allow you to work on both local and national projects. As an integral member of the leadership team, you will have the opportunity to execute projects to meet design, profitability, and deadline targets. You will also have the opportunity to participate in the selection, development, and retention of team members, mentor project architects and technical staff and take a pro-active approach to staff development.

### RESPONSIBILITIES

#### Firm-Wide

- Has the ability to run an expanding office in the Florida market
- Become part of leader succession and transition
- Able to coordinate with company offices in other States
- Attend Executive Committee meetings every other month
- Participate in yearly strategic planning meeting(s)



### **Project Management**

- Manages complex projects and provides guidance to other project managers and project architects; including monitoring project status and accounts receivables.
- Mentoring of project managers and project architects leading to increasing maturity and soundness of judgment in decision-making and in anticipating and solving project-related problems;

### **Marketing**

- Responsibility in developing leads and maintaining contacts within the field that results in bringing in new work; market clients for future projects in close consultation with the Principal-in-Charge and or CEO; participates in contract negotiations; participates in proposal presentations, including draft budgets/fees; serve as presenter for interviews for larger or more complex projects and as supporting presenter in interviews for smaller or less complex projects.
- Attend networking functions of targeted clients/customers to ensure brand/name recognition
- A thought-leader within the profession

### **Administration and Financial Management**

- Development, management, and improvement of project management methodologies
- Participates in ongoing Team Performance Management, Training & Development, and Selection of key team members
- Business acumen in the area of budgeting, labor forecasting, setting fee to achieve targeted profit level, risk management for projects

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to communicate effectively both in written format and oral presentation
- Ability to multi-task and establish priorities
- Ability to maintain organization in a changing environment
- Ability to interpret financial statements and metrics
- Ability to serve as an agent of change and foster positive employee morale
- Ability to delegate tasks appropriately
- Exhibits initiative, responsibility, flexibility and leadership
- Possess a thorough knowledge of contract administration and office procedures
- Possess a thorough knowledge and ability to implement quality project management processes and methodologies
- Working knowledge and coordination of all consultant work to maintain efficiencies and meet deadlines. Possess an in depth understanding of the basics of most building systems
- Project management responsibility for large scale projects
- Financial Management and Profit/Loss capability
- Contract and Risk Management capability
- General knowledge of AutoCAD/BIM/Revit; and Microsoft Office products such as Word, Excel, and PowerPoint required



## EDUCATION

Bachelors or Masters Degree in Architecture from an accredited college/university.

## EXPERIENCE

Minimum 15 years of experience, with demonstrated leadership skills successfully leading project teams

## CERTIFICATES, LICENSES, REGISTRATIONS

Architectural License in Florida (or eligibility for reciprocity) required; or other related discipline certification or license.

LEED or equivalent designation in sustainable design desired

## WHAT'S IN IT FOR YOU!

- We are an employee-owned company and YES, you will be an owner and receive stock *without* purchase
- Competitive pay, bonus opportunities, and year-round Flexible Fridays to jump start the weekend
- The ability to work remote up to 2 days a week once acclimated!
- Flexible work hours
- We offer a robust and comprehensive benefits package including medical, dental, vision, 401(k), ESOP, Group Life & Disability, Voluntary Life, plus many more!
- Paid AIA membership and Professional License Renewals
- Professional Development opportunities that align with the Firm's leadership succession plan and/or individual development
- Social and team building events
- We encourage our employees to pursue local and professional advocacy groups
- We provide the opportunity to help with pro-bono initiatives that bring architecture to the community
- **We are offering a \$10,000 sign on bonus!**

Spiezle Architectural Group is an Equal Opportunity and Affirmative Action Employer, M/F/Disability/Veteran.