Project Manager

Locations: Washington, D.C. or Tampa, Florida

Position Summary

Torti Gallas + Partners is seeking a highly organized, proactive Project Manager to lead the planning, coordination, delivery, and construction-phase execution of multifamily and mixed-use projects.

The Project Manager will serve as the primary day-to-day leader for assigned projects, responsible for coordinating internal project teams, consultants, clients, schedules, deliverables, and project requirements from early design through construction administration. This role requires strong project-management discipline, technical coordination skills, sound professional judgment, and the ability to keep complex projects moving forward while protecting design intent, quality, scope, schedule, and budget.

Ideal candidates will have direct experience managing architectural projects-particularly multifamily, mixed-use, podium, residential-over-retail buildings, and retail centers. Project Architect experience is welcome and valued, especially where it demonstrates strong technical knowledge, consultant coordination, construction-document oversight, and construction-administration capabilities.

Architectural licensure is preferred but not required.This is an in-person position based in our Tampa office, with opportunities to collaborate across multiple national Torti Gallas + Partners offices.

Key Responsibilities

- Project Management & Client Coordination
- Manage multifamily and mixed-use projects through all phases, including programming, schematic design, design development, construction documents, permitting, bidding, and construction administration.
- Serve as the primary day-to-day point of contact for clients, consultants, contractors, and internal project teams.
- Establish and maintain project schedules, work plans, deliverable dates, meeting cadence, and coordination milestones.
- Monitor project scope, schedule, staffing needs, consultant deliverables, and potential project risks.

- Coordinate with Principals and senior leadership on project strategy, client communications, staffing, workload planning, and key decision points.
- Lead project meetings and prepare clear agendas, action items, coordination notes, and follow-up communications.
- Help manage client expectations by communicating project status, decisions, risks, schedule impacts, and outstanding requirements in a timely and professional manner.
- Support project financial performance through fee awareness, scope management, change identification, and coordination with leadership on staffing and resource needs.

Design, Technical Coordination & Documentation Oversight

- Lead and coordinate the production of high-quality design and construction documents in Revit.
- Translate project goals and design direction into organized, technically sound, buildable solutions.
- Guide project teams through design decisions, technical challenges, coordination issues, code requirements, and project milestones.
- Oversee coordination among structural, MEP, civil, landscape, lighting, interiors, and specialty consultants.
- Review consultant drawings and project documentation for completeness, quality, constructability, coordination, and alignment with project requirements.
- Maintain organized, accurate, and accessible project files, models, drawing sets, specifications, meeting documentation, and consultant information.
- Apply a strong working knowledge of building codes, accessibility requirements, zoning considerations, and construction-document standards.
- Utilize Bluebeam for document review, markups, quality-control reviews, and interdisciplinary coordination.
- Support and maintain effective BIM workflows using Revit and BIM 360 / Autodesk Construction Cloud.

Construction Administration & Project Delivery

- Lead or support construction-administration activities, including RFIs, submittals, ASIs, punch lists, site visits, field reports, and coordination with contractors and consultants.
- Track and coordinate responses to construction-phase questions and documentation requests.
- Identify potential field issues, schedule impacts, scope concerns, and design conflicts early and elevate them to project leadership as appropriate.

- Maintain clear documentation of project decisions, construction changes, consultant coordination, and outstanding action items.
- Help ensure project deliverables are issued accurately, on schedule, and in accordance with firm quality standards.

Team Leadership & Development

- Provide clear direction, coordination, and oversight to Staff Designers, emerging professionals, and project team members.
- Delegate work effectively while maintaining accountability for project quality, schedule, and deliverables.
- Mentor junior staff in project organization, consultant coordination, technical documentation, Revit standards, and construction-administration processes.
- Participate in internal project reviews and promote consistent application of firm standards, best practices, and quality-control procedures.
- Foster a collaborative, accountable, respectful, and solution-oriented team environment.
- Support the firm's culture of professional growth, technical excellence, shared responsibility, and design integrity.

Required Qualifications

- Bachelor's or Master's degree in Architecture, Architectural Engineering, Construction Management, or a related field.
- 5-7 years of demonstrated project management experience
- Demonstrated experience with multifamily, mixed-use, residential, urban infill, or similar complex project types.
- Experience leading project teams, coordinating consultants, managing project schedules, and tracking deliverables.
- Strong understanding of the architectural design process and project delivery across multiple phases.
- Working knowledge of building codes, permitting processes, accessibility requirements, construction documentation, and construction administration.
- Proven experience with podium-style buildings; wood-frame multifamily experience strongly preferred. Concrete construction experience is a plus.
- Ability to travel during various project phases for OAC and other project meetings.

Proficiency with:

- Revit, including document production and project coordination
- AutoCAD

- BIM 360 / Autodesk Construction Cloud
- Bluebeam
- Adobe Creative Suite, including InDesign and Photoshop
- SketchUp
- Enscape
- Strong organizational, communication, leadership, and problem-solving skills
- Ability to manage multiple priorities, coordinate diverse stakeholders, meet deadlines, and exercise sound professional judgment.

Preferred Qualifications

- Professional architectural licensure in Florida, or active progress toward licensure.
- Prior experience as a Project Architect, Job Captain, Architectural Project Manager, or similar project-delivery role.
- Experience leading projects through all phases, including construction administration.
- Strong knowledge of wood-frame, podium, and concrete multifamily construction systems.
- Familiarity with consultant agreements, project budgets, fee management, scope control, and staffing coordination.
- Demonstrated ability to mentor and develop junior team members.
- Interest in long-term leadership growth within an architecture, planning, and urban design firm.
- Appreciation for a collaborative, principle-based design culture and for the relationship between design quality, constructability, and project performance.

For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

https://tortigallas.isolvedhire.com/jobs/1867610-667202.html