

## PROJECT MANAGER – COMMUNITY & COMMERCIAL

**Signing bonus - \$7,000!** William Duff Architects (WDA) is looking for a Project Manager with 10 years of experience to join our Community and Commercial Practice. We are an award-winning, inclusive architecture firm, comprised of bright, creative, motivated people. Built as a people-based practice, we were recognized as the only architecture firm to make it on the **San Francisco Business Times Best Places to Work List (2020, 2022)**. With capabilities in multiple sectors, we specialize in residential, workplace, community, hospitality, and retail across the Bay Area and beyond. We offer competitive salaries, full benefits, a transit-friendly brand-new workplace, and opportunities for professional growth.

### Mission Statement:

WDA is passionate about serving our clients through the design of exceptional, sustainable architecture delivered through excellent project management.

### Core Values:

- **Communication** – We believe sharing ideas in a respectful, collaborative environment is essential to success.
- **Creativity** – We overcome challenges through unique and innovative solutions.
- **Transparency** – We conduct our work with openness, honesty, and integrity.
- **Excellence** – We strive for excellence in all facets of our work.
- **Growth** – We promote the continuous improvement of our firm, projects, processes, and people.

### You know you're the right person if you:

- Want a supportive, fun, comfortable, and efficient office environment.
- Thrive in leading a friendly and creative team.
- Thrive in a fast-paced collaborative environment.
- Love to see your design built!
- Have a learning mindset and embrace a good challenge – yes please!
- Are committed to mentoring the next generation of well-rounded architects and designers!

### Qualifications and Skills:

- 10 or more years of experience working in an architecture office designing and managing publicly funded and non-profit commercial workplace tenant improvement, shell and core and rehab projects. Experience managing private client commercial projects is a plus.
- Knowledge of commercial design, construction means and methods, architectural detailing, and building and planning codes.
- Experience guiding and managing projects with diverse and large stakeholder groups.
- Proven ability to effectively manage, motivate and lead a project team.
- Proven ability to navigate dynamic or ambiguous situations, schedules, and project demands.
- Critical and creative thinker with strong design ability and attention to detail.
- Strong design ability as a representative in sketches, renderings, or other means.
- Proficiency with BIM software (Revit strongly preferred).
- Proficiency in AutoCAD, MS Office, Adobe Creative Suite, and Bluebeam.
- Strong writing, editing, organizational, and verbal communication skills.
- Knowledge of green building technologies, products, and net-zero design strategies.

- Experience and/or interest in participating in business development and marketing activities.

**Education:**

Bachelor or Master Degree in Architecture from an accredited college, university, or equivalent in education or experience.

**Certificates, Licenses, Registrations:**

Licensure preferred, preferably in California. LEED AP certification encouraged.

**Major Responsibilities:**

- Work closely with Practice Leaders to manage multiple active mid-sized community or commercial core and shell, rehab, and workplace tenant improvement projects.
- Manage project setup, establish project goals, prepare a work plan, and assess staffing needs with regularized updates.
- Manage and lead in the design of a project with the project team. Prepare sketches and concepts with the team and develop project design with Principal and Founding Principal.
- Manage document production by developing design and technical drawings, and research relevant information with the team.
- Ensure that the project conforms to a contractual agreement with the client.
- Provide technical expertise for effective detailing and constructability.
- Manage project schedule and budget to ensure profitability and completion of deliverables and projects on time.
- Manage and conduct code and product research with the team, and manage the permitting and agency approvals process.
- Manage the bidding and negotiation process, and assist the client in the evaluation of submitted bids.
- Guide and manage stakeholder meetings.
- Implement quality assurance/quality control processes to reduce risks and exposure in all phases of the project.
- Direct and manage Construction Observation activities, including scheduling, review of shop drawings, field observations, review of change orders, and review of contractor pay requests.
- Review project invoices and expenses.
- Participate in business development and marketing activities.
- Delegate project work, mentor, and motivate team members.
- Provide regularized growth opportunities and oversight for team members in various roles.
- Manages and conducts in-person meetings or work and site visits based on project needs.
- Participate in business development and marketing activities.

**Compensation:**

- Salary is based on experience, qualifications, and skillset. Salary range: \$120,000 to \$150,000. Discretionary bonuses and profit sharing are additional.
- In addition to compensation, WDA offers benefits that can amount up to an approximate additional \$14,000 a year per employee. Benefits includes health, life and LTD insurance, professional development stipend, licensure renewals and other lifestyle, wellness and continuing education perks.

**Benefits:**

- Competitive salaries based on experience
- 100% employer sponsored health, dental, vision & life insurance
- 401K retirement plan
- Bonuses
- Profit Sharing (401K)
- Hybrid Work Schedule (In office & local work from home)
- Combined PTO
- 9 paid holidays (includes 2 employee choice holidays)
- 10 Remote workdays
- Annual stipend for professional development
- Mentorship program
- Architectural licensure support – AXP & ARE
- Ergonomic sit-stand workstations
- Food and wellness perks
- Quarterly office outings
- Summer hours
- Weekly happy hours
- In-house bicycle parking and shower
- Commuter benefits
- Retail discount program

**Location:**

- Hybrid Schedule. We are in the office as a team from Tuesdays through Thursdays. Mondays and Fridays are in office optional (local work from home available Mondays and Fridays).

Please submit the following in PDF form by email to [careers@wdarch.com](mailto:careers@wdarch.com) (not to exceed 4MB), and include the job title in the subject line:

- Resume
- A cover letter articulating why you could be a good fit at WDA, and a bit about your personal design inspirations and aspirations
- Relevant work samples
- References
- How you heard about WDA

No drop-in visits or phone calls, please. WDA is an Affirmative Action and Equal Opportunity Employer (AA/EOE). Candidates must be eligible to work full-time in the United States. Immigration or work visa sponsorship will not be provided.

Protect our team, protect our community: WDA requires our team members to be fully vaccinated (up-to-date) against COVID-19. If you are hired, vaccination verification documents will be required to complete the hiring process successfully.

LinkedIn Page: [william-duff-architects-inc-](#)

Instagram Page: [wdarch\\_inc](#)

Facebook Page: [williamduffarchitects](#)