Frame Architecture is seeking candidates for a full-time Managing Director position. The Managing Director has responsibility for the leadership and strategic direction of Frame Architecture's daily operations essential to keep our projects moving forward successfully. The ideal candidate for this position will be a confident decision maker.

Responsibilities:

- Manage micro-level decisions and day-to-day operations of the company.
- Provide oversight and accountability for projects.
- Personnel management
  - Direct staff in day-to-day operations
  - Manage scheduling and staff workload.
  - Review work of project staff
  - Assist personnel on a path that keeps projects on schedule.
- Establish and implement project objective and procedures.
- Client-facing role
  - Fielding project inquiries, setting meetings with potential clients.
  - Produce and present fee proposals.
- Identify, develop, and implement company's comprehensive business strategies agreed by the Owner.
- Develop and understand Key Performance Indicators
  - Overhead Rates
  - Net Revenue Capacity Per Employee
  - Break Even Rate
  - Pending Proposals
  - Backlog value
- Other duties include periodic:
  - Coordination with PR consultant
  - SOQ preparation
  - Managing and reviewing timesheets
  - Assist with the production of marketing materials.
  - Work with administrative personnel to create financial reports.

Qualifications:

- 15+ years of experience in the field of architecture, design, and construction.
- 3+ years' experience at an executive/managerial level
- Excellent leadership skills
- Strong understanding of code analysis
- Confident decision maker
- Ability to analyze a situation and determine the best path forward.

Inquiries and resume: info@framearchitecture.com