

**Job Title: Practice Leader****FLSA Status: Exempt****Reports To: Managing Partner/CEO**

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**SUMMARY:**

The Practice Leader is an entrepreneurial and collaborative leader, highly skilled in the client leadership, project leadership, design and development of complex projects within their area of expertise and focus, including but not limited to: Multi-family (Market rate, Senior, Affordable, Student Living, Mixed-use), Government (Police, Fire, Courts, Detention Facilities, Education/Library), Corporate/Commercial, Hospitality, Interiors Only projects, etc.. The Practice Leader works closely with the CEO, Managing Partner, other Practice Leaders, and the project team across all disciplines to ensure a smooth workflow throughout all phases of the planning, design, documentation, and construction process.

With exceptional skills at building long-term relationships, the Practice Leader leads the marketing effort with business development and design colleagues to attract new clients and manage existing client relationships regionally and nationally as a team. They manage the full scope of projects including design management, technical excellence, quality assurance project delivery and project performance/ profitability. Adept with the big picture and the smallest details, the Practice Leader has proven practice, client, and design or project management experience. They have the ability to work across projects of multiple scales and share this knowledge and expertise as a mentor to junior and intermediate staff.

**Primary Responsibilities:**

Includes the following and other duties may be assigned.

**Client Leadership:**

- Lead marketing efforts with the business development, management and the design team to attract new clients and maintain existing clients.
- Market and coordinate the integration of the firm's "holistic multi-disciplinary approach" in a unified design for client review and approval.
- Perform as Client Leader for the service and documents production with Architecture, Landscape Architecture, Interior Design and Engineering staff and independent consultants.

**Project Leadership:**

- Leads large complex multi-family, government, corporate/commercial, or hospitality projects while building a culture of design across the practice.
- Lead the design team in overseeing the plan layouts process for the projects; includes the determination of functional and spatial requirements and prepares information regarding design, specifications, materials, color and equipment.
- Oversee project document process for issuance with project team to meet the client's program and budget. Implements design and production processes and policies in line with the project fee budget, goals and professional standards.
- Works closely with the COO, VP of Operations, Managing Partner and CEO in reviewing and responding to all risk management items.
- Maintain a free flow of communications with Managing Partner, Regional and National BKV Leadership, Directors, Project Managers and staff relative to duties and activities.
- Responsible for the overall revenue and profitability goals for the practice sector, collaborating with the Managing Partner and VP of Operations weekly in overall management of the local team and projects.
- Provides internal quality reviews of projects and teams under their direct control.
- Support, implement and coordinate office standards and procedures in collaboration with the COO and VP of Operations during the project delivery process.
- Maintain appropriate records and files as accessible to the firm's leadership.

**Job Requirements:**

- Bachelor or Master of Architecture Degree and Professional License with NCARB certification, LEED AP preferred.
- 15-20+ years progressive project experience and leadership on complex projects included in the practice leader's area of expertise.
- Experience with all phases of projects including successful experience navigating and interacting with planning boards and review boards.
- Collaborative leader with a proven track record of running teams and working closely with clients, sub-consultants and vendors.
- Proven ability to present information and respond quickly to inquiries from managers, clients, and the general public.
- Proven fiscal accountability and responsibility, and an understanding of market forces pertaining to fees, scope and schedule requirements.
- Active member of local, regional or national industry organizations preferred within project sector area of expertise.
- Strong knowledge of zoning ordinances, laws and regulations related to design and construction for large scale projects.
- Must have ability to write reports and business correspondence. Excellent organizational and time management skills.
- Must be proficient in Microsoft Office Suite and working knowledge of Revit. Experience with Unanet software and Microsoft Project preferred.