

ABODE COMMUNITIES  
JOB ANNOUNCEMENT

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**VICE PRESIDENT /  
DIRECTOR OF ARCHITECTURE**

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**About Abode Communities**

Abode Communities is an award-winning nonprofit architectural, real estate development and property management firm. An industry leader, Abode Communities has designed and developed over 3,000 units of permanent affordable housing and other community facilities to serve the needs of low income people throughout Southern California. Abode Architecture has been a longtime leader and advocate in design, construction, research, education, and post occupancy evaluation and validation of energy-efficient affordable housing and community facilities. A full-service firm for both in-house and third party clients, Abode Architecture's services include project design, construction documentation and administration, feasibility analysis, conceptual design proposal packages, entitlements and construction management

Abode Architecture is characterized by design excellence and commitment to sustainable building practices and energy efficiency, with an emphasis on client and end-user participation in the creative and planning process. The result is an inspired design solution, which instills a sense of ownership and empowerment within the community, and helps to ensure the long-term sustainability and maintenance of the implemented project. In-depth knowledge of the development process and a full understanding of post-occupancy and property management issues inform the early programming efforts in balancing the projects' practical, aesthetic, budgetary and long-term durability concerns.

**About the Position**

Abode Communities is seeking a licensed architect and experienced senior executive to lead and direct the operations of the Architectural Group from a principal, design and production level. The **Vice President / Director of Architecture** oversees design and production, provides project and technical oversight, manages client relations, mentors staff, cultivates business opportunities, engages in external relations, and manages all administrative and business aspects of the Architectural Group. The group ranges in size from 8 to 12 professional architects and designers. The Director of Architecture also participates as a key member of the senior management team and helps to formulate and implement the long-term strategies and annual performance plan for the architectural studio and the organization.

**About the Job Functions**

The following are the specific duties and responsibilities of the Director of Architecture:

1. Oversees the operation of the Architectural Group to ensure the delivery of high quality architectural services for in-house and third party projects with an emphasis on elegant, efficient, durable and sustainable design, client satisfaction, timeliness, cost containment, quality control and risk management.
2. Oversees the adequacy and soundness of the Architectural Group's operational structure and fiscal management to ensure that it effectively achieves its production and financial goals as established by the Director of Architecture, the President and CEO, and the Board of Directors.

3. Provides planning and design leadership and guidance to project teams; leads a cross-disciplinary process to affirm design philosophy, guidelines and standards reflective of the organization's mission and values; develops tools to communicate/propagate same to internal and external audiences.
4. Assembles resources and project teams to assure sustained delivery of quality services maintaining high standards in design, documentation, technical accuracy, and client care. Develops protocol and regularly monitors project's progress against set objectives for financial performance, schedule and staffing, quality control / quality checking, client relations, consultant relations, team communication, contract administration and risk management.
5. Manages the administrative and business aspect of the Architectural Group including contract negotiations, contract management, budget preparation and monitoring, reporting and billing.
6. Recruits and retains high quality design and production staff; mentors and coaches staff in all aspects of the Architectural Group's work; develops and implements professional development plans for staff; and maintains a healthy and energetic work environment conducive to proactive collaboration, innovation and mutual accountability.
7. Cultivates and builds client relations and business development opportunities for the Architectural Group; provides design and production services to the organization's in-house business development team; and develops and implements strategies for business development and marketing of architectural services to external clients.
8. Represents the Architecture Group and the organization with clients, partners and community stakeholders; and maintains a strong industry network and actively participates in conferences and other industry forums to promote organization's brand.
9. Maintains current knowledge of policy, planning, regulatory and technical advances in the field.
10. Attains regard as a respected expert in the industry; and obtains design industry recognition for the work of the Architectural Group..
11. Plays an active leadership role in managing the full integration of the multi-disciplinary aspects and cross-divisional efforts of the organization and coordinates work of the Architectural Group with other teams within Development, Property Management, Asset Management and Resident Services.

### **Qualifications and Experience**

1. Must be a licensed architect in the State of California. LEED Accredited Professional preferred.
2. Must have a graduate degree or equivalent work experience in the architecture field; a minimum of 20 years experience in design and production including experience running an architectural office or performing many of the administrative and operational duties in an architectural office.
3. Experience with current drafting, rendering, modeling and energy modeling, word processing (Microsoft Word), spreadsheets (Excel), project management (MS Projects), and

cost estimating software programs.

4. Strong client relations and public presentation skills; excellent oral and written communication skills.
5. Ability to communicate and work effectively with community groups; demonstrated experience in working with socially and economically diverse and multicultural communities. Bilingual in Spanish desired.
6. Experience with publicly funded affordable housing, child care and healthcare projects, as well as participatory design processes.
7. Strong leadership and management skills; promotes staff development and mentoring; enthusiasm and team building spirit with a collaborative design approach; a sense of humor and ability to juggle multiple goals and priorities.
8. An entrepreneurial, sustainable and creative approach to problem solving in the field of architecture, urban design, and neighborhood planning.
9. Must have a valid California driver's license and availability of an insured vehicle to travel within the Abode Communities service area. Vehicle must meet Abode Communities' insurance requirements.

### **Compensation**

The salary is commensurate with experience. Current benefits include health and dental insurance, long-term disability insurance, voluntary retirement plan, free parking, vacation and sick leave.

### **Application Process**

The position will be held open until a suitable candidate is found. Please send resume and salary history with a cover letter explaining why you are interested in the position to:

Abode Communities  
701 East 3<sup>rd</sup> Street, Suite 400  
Los Angeles, CA 90013  
Attention: Director of Administration

Abode Communities is an equal opportunity employer. Women, people of color, and people with disabilities are encouraged to apply.