

Associate Director of Planning**Job Code: R2020908ADP**

Cline Design Associates, PA., is an award winning multi-disciplinary architectural firm with offices in Raleigh and Charlotte, North Carolina. Our expertise is in multi-family housing, mixed-use, commercial, urban planning, retail, recreation, and interior design. With in-house Architecture, Land Planning, and Interior Design, we are able to provide integrated design services that position our clients for success in the marketplace. With our design philosophy, combined with a realist approach, and dedication to quality assurance, we have attained a reputation as one of the leading firms in North Carolina.

The Associate Director of Planning's focus will be to oversee the Planning services regarding design quality, project management, profitability, client relationships, strategic marketing and development within discipline, and team development to ensure performance is aligned with firm and industry standards.

The duties and responsibilities of this position may include, but are not limited to, the following:

DESIGN

- Develop, along with the Design Principals/Directors, a design direction and philosophy of this discipline to ensure high quality design and graphics for the entire firm.
- Responsible for quality designs, generate new concepts and ideas and translate concepts into design solutions on a variety of project types.
- Able to quickly vision a variety of concept using hand sketching ability during team meetings, client meetings, charrettes, etc.
- Able to conceptualize, develop, and implement design on projects of varying scale and complexity.
- Act as a design leader and mentor for the given discipline.

MANAGEMENT

- Oversee all active land planning projects within the firm.
- Lead and supervise project team while delegating assignments. Partner with discipline leads for project.
- Manage project budget and schedule to achieve overall project goals.
- Prepare and lead interviews for prospective clients and negotiate fees.
- Coordinate with marketing staff to prepare qualification packages and proposals that include discipline leads for proposals with scope, fee and defined team.
- Be visible in the Branch Offices by attending design charettes, new project/client interviews, new project kickoff meetings.
- Work with other branch offices in communications and share opportunities of resources and support efforts.
- Review and approve project proposals submitted by the studio's Project Managers as well as the subconsultant agreements.
- Develop QA process to review all projects and maintain licensure in specific states to sign and seal construction drawings
- Develop the studio's short and long-term goals and company objectives and ensure they are met.
- Organize and manage studio's day-to-day operations.
- Identify ways to advance design, production, client service, communication, etc. to continuously improve studio's function as well as the firm.
- Review Studio pipelines for trends to ensure annual revenue goals will be met.
- Work with Accounting Department to ensure accounts are accurate, accounts receivable is collected, and profitability is obtained.
- Lead weekly studio meeting.
- Assist in the recruitment, staffing and mentoring of personnel within the Studio.
- Lead and mentor staff, support and back-up the efforts of Project Managers.

BUSINESS DEVELOPMENT

- Work with the President and Director of Marketing in establishing a marketing plan and strategic plan for the discipline
- Lead the studio's business development efforts in all market sectors.
- Actively market the discipline with the community and among existing and new clients.
- Establish and maintain positive relationships with City and County jurisdictions.
- Identify potential teaming opportunities with architects, engineers, and other industry professionals.
- Assist with Cline Design's public relations efforts.
- Champion cross-selling of all Cline Design services and disciplines.
- Become more involve in trade organizations, associations and other committees outside the office.
- Keep current on industry trends, planning dept. initiatives and development restrictions to maintain and advance the discipline and advice our clients.

QUALIFICATIONS

- Bachelor's (or advanced) Degree in Landscape Architecture from an accredited college or university.
- Licensed Landscape Architect registered in the State of North Carolina, or CLARB certified with the ability to attain reciprocity licensure in other states as required.
- A minimum of 10 years of related experience in a management/leadership position at a private sector firm (Studio Manager or Director level experience preferred).
- Proven track record of success with project and people management.
- Effective verbal and written communication skills.
- Excellent organization and time management skills.
- High-level skills in site planning, planting design, layout, and construction detailing.
- Understanding of and ability to apply current, sustainable site concepts.
- Ability to prioritize tasks and handle multiple deadlines while maintaining a high degree of accuracy in all his/her work.
- Must have the ability to interact positively with others, solve problems and communicate solutions to others constructively.
- Experience with managing and maintaining positive client relationships.
- Hand sketching ability (2D & 3D).
- Knowledge of Microsoft Office, including Word, Excel and Outlook.
- Knowledge of Deltek Vision or Deltek Vantage Point a plus.
- Knowledge of AutoCAD, Sketch-Up, Lumion, Photoshop, InDesign, etc.

With an open office concept, our culture is collaborative, fast-paced and team-oriented. Our ideal candidate is someone who fits into that culture by being self-motivated to learn fast, with a desire to make a positive impact on those around them.

To join our dynamic firm, please e-mail resume and portfolio in PDF to: hr@clinedesignassoc.com. Subject line for email submissions should read "R2020908ADP- YOUR NAME." No phone calls, please.

Cline Design is an EOE, and participant in the Federal E-Verify program

No agencies or outside recruiters. Resumes presented to non-HR employees from recruiters and/or agencies will be disqualified. Please do not send unsolicited resumes.