

Vocon

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Senior Workplace Strategist

We are seeking a highly-motivated strategic thinker to join our team as a Senior Workplace Strategist to help our clients leverage the design of their workplace to support their business, culture and brand. Vocon believes exploration and insight is foundational in the development of tomorrow's work environment.

A trusted advisor, our Senior Workplace Strategist will lead clients and project teams through discovery efforts, in the development of workplace standards and strategy guidelines at the onset of interior design and architectural projects. This individual will also contribute to business development efforts originating from our Cleveland and New York City offices, and play a critical role in positioning Vocon as a thought leader amongst our peers.

The position requires an excellent verbal and written communicator, problem solver and action-oriented team player. You must be committed to internal and external client service, poised under fast-paced pressure and have a relentlessly positive, flexible, "do whatever it takes" attitude. In this role, you will report to the Workplace Strategy Director, partnering with all teams across the firm.

- Serve as a primary project contact on behalf of the Workplace Strategy practice, internally and externally.
- Lead quantitative and qualitative research activities during the early stages of design projects including workshops, surveys, focus groups, visioning sessions, space utilization, pre- and post-occupancy studies.
- Analyze, synthesize and report research findings to client and design teams.
- Translate design research and discovery into an effective, forward-thinking design planning strategy.
- Support business development efforts, including research, writing, speaking engagements, industry event participation, and project interviews.
- Support Vocon's project marketing efforts, proposal writing, project pitches, case studies, contributions to our Web and social media vehicles, or other related materials
- Coordinate change management efforts with our clients, design teams and Vocon consultants.
- Manage and coordinate with other project team members in support of project delivery, inclusive of the development of schedules, deliverables and messaging.
- Other duties and responsibilities as assigned.

Job Requirements

- Bachelor or Master's degree and 10+ year of experience in strategic workplace and/or business planning.
- Experience leading clients and project teams through all phases the workplace discovery process.
- Success in facilitating group interactions at all levels of an organization – from the C-suite, to departmental leaders, employee focus groups and beyond.
- Ability to analyze qualitative and quantitative design research, translating those findings into effective planning and occupancy strategies for our clients.
- Highly organized, detail-oriented and able to work on multiple client engagements at a time.
- Possess excellent written, verbal and graphic communication skills.
- Adept at participating in the marketing, business development and client management processes