

IKM Architecture

<https://ikminc.com/>

Higher Education Planner

Candidate must have public and private higher education experience, with several years of client relationship management experience, and technical competency. Architect will have full responsibility for managing all aspects of multiple small to mid-sized projects. Prepares strategic plans for project success. Responsible for the coordination of all project efforts, administrative and technical, to assure the most efficient and cost-effective execution of assigned projects. Serves as the primary client liaison to bring the schedule, budgets, and scope of work to completion and to the client's satisfaction. Actively manages client budgets, schedules, and program; project communications and documentation; office administrative tasks; and project team assignments. Estimates fees, determines scope of work, and prepares proposals and contracts. Bachelor's degree in architecture from an accredited program, plus 10-15 years of experience. Registered architect preferred.

A competitive salary and benefit package is offered.

Email resumes and portfolio to the Office Manager at mmastay@ikminc.com.

IKM is an Equal Opportunity Employer (EOE).