



## Director of Operations – Architecture & Technical Leadership

📍 **Newport, KY** (In-Person, just across the river from Cincinnati, Ohio)

### About Emboss

Emboss is a boutique architecture firm in Newport, KY committed to creating spaces where people, community, and the planet thrive. With 60+ active projects across K-12 schools, hotels, apartments, distilleries, workplaces, and nonprofits, we deliver thoughtful, high-impact design with the agility of a small studio and the standards of a national practice.

We are seeking a **Director of Operations – Architecture & Technical Leadership** to partner with the CEO and oversee firm-wide operations, technical quality, and people management. This is a senior leadership role with broad impact and the opportunity to shape the future of the firm.

### Key Responsibilities

- **People & Leadership:** Manage, mentor, and coach architects; oversee workloads, hiring, onboarding, and culture
- **Operations & Systems:** Maintain workflows, standards, templates, and checklists; integrate AI and automation for efficiency
- **Quality Control:** Review drawings and details across projects for accuracy, coordination, and code compliance
- **Profitability & Forecasting:** Monitor utilization, targets, and project profitability; maintain the 60-day staffing map; partner on financial strategy
- **Client & Project Onboarding:** Attend early client meetings; oversee setup and expectations; translate priorities into clear internal action

### Qualifications

- Licensed Architect with **10+ years of experience** across diverse project types
- Proven leadership in operations and technical management within architecture
- Strong construction, detailing, and documentation knowledge
- Skilled in Revit (review/pinch-hitting when people are out - not primary drafting)
- Organized, detail-oriented, and financially literate (margins, budgets, utilization)
- Effective people manager who balances accountability with empathy
- Comfortable in a high-trust, in-person environment
- AI-savvy: using or eager to integrate AI tools into workflows

### What We Offer

- Highly competitive base salary + performance bonuses
- Health insurance, HSA, PTO, paid holidays, and paid parental leave
- 401(k) with company match + profit sharing
- Leadership growth and career development opportunities
- A collaborative, mission-driven culture with a supportive team
- A leadership seat where your impact is visible daily

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### How to Apply

1. Complete our Culture Index survey: <https://go.cultureindex.com/s/kLFZgUEdJm>
2. Send your resume, cover letter, and portfolio to [Emma@EmbossDesign.com](mailto:Emma@EmbossDesign.com)

