

## K-12 EDUCATION DIRECTOR

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an innovative architecture, engineering and interior design firm based in Michigan with offices in Indiana, and Kentucky, is looking for a talented Education Director to work directly with the business development and K-12 teams to grow and maintain new and existing client relationships. This position favors an experienced, strategic professional with drive, initiative, and strong interpersonal skills with the desire to work in a collaborative environment. TowerPinkster currently has three K-12 Directors and we endeavor to hire a fourth in our Kalamazoo Office. Our K-12 team supports and learns from others in the same role.

Responsibilities include writing proposals, attending interviews and management of our extensive list of clients to remain competitive. It also includes collaborating with the market sector leader to meet or exceed the Firm's financial goals. The role includes managing our existing clients, leading our teams and developing and growing your professional network.

Roles and responsibilities of this position include project programming, design input, project leadership, client management, sales and marketing. The responsibilities of this position may include, but are not limited to, the following:

### **POSITION RESPONSIBILITIES**

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#### **PROJECT & CLIENT ENGAGEMENT**

- Pre-Bond planning including working with Clients and Construction Managers to develop bond scopes.
- Michigan Department of Treasury School Bond Loan Applications (training is available).
- Bond campaigns working with our in-house K-12 Campaign Marketing Specialist.
- Development of AIA Contracts once bonds pass (training is available).
- Work in various roles within a project team which may consist of client management, programming & design concepts, quality control, project management, or any other key skills that result in successful projects and satisfied clients.
- Attending and leading clients through the pre-bond process in conjunction with the marketing department and others from the K-12 group.
- Connecting with our preferred contractors and construction managers to plan, develop and budget potential projects.

#### **BUSINESS DEVELOPMENT**

- Assist with business development efforts in the K-12 market sector.
- Develop standard letter proposals and work with the Marketing team to develop RFQ/P proposal responses for various project pursuits. Lead and provide direction for interview presentations.
- Assist with annual sales and help to set annual sales goals for market.

- Establish and maintain positive relationships with clients and organizations.
- Update marketing contacts weekly and attend BD meetings as required.
- Participate in speaking engagements and writing articles that promote the Firm as an industry expert in market sector (desirable).
- Mentor/develop other team members in business and project development.
- Attend industry conferences for professional growth, networking, and promotion of our services. Approximately four [3-4] times per year.

### **POSITION QUALIFICATIONS**

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The requirements listed below are representative of the knowledge, skill, and/or abilities that enable success in this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of K-12 markets and their unique requirements.
- Knowledge of the Michigan Department of Treasury Preliminary Bond process a plus.
- Comprehensive understanding of the business development role with an architecture and engineering firm, and strategies for proactive pursuits of clients and projects.
- Working knowledge of construction codes as they relate to proposed bond scope.
- Proficient with establishing project fees, project schedules, and work plans.
- Excellent verbal and written communication, organization, and time management skills.
- Able to effectively present information and respond to questions from clients, stakeholders, and the public. Ability to lead a public forum.
- Strong background and success with projects and people management.
- Ability to interact positively and professionally with clients, team members, and partners.
- Will occasionally spend time in our various office locations - Kalamazoo, Grand Rapids, Grand Haven, Jeffersonville / Louisville.
- Participation in professional organization memberships, meetings, and conferences as time allows.

### **EDUCATION & EXPERIENCE**

- Bachelor's or Master's Degree in Architecture, Engineering, Interior Design, or Landscape Architecture from an accredited college or university.
- Licensure and/or accreditation from industry organizations.
- A minimum of 8+ years of related experience in the industry.
- Experience with Business Development and Proposal generation.
- Experience with managing and maintaining positive client relationships.
- Experience with all phases of project development; including studies, programming, design through construction administration.
- Experience with various project delivery methods.

### **TECHNICAL SKILLS**

- Knowledge of Microsoft Office, including Word, Excel, Google, and Project.
- Familiarity with Revit, AutoCAD, Photoshop, InDesign, etc. a plus.
- Knowledge of Google Workspace, including Slides, Docs, Sheets, Forms, Calendar, etc.

## **POSITION LOCATION**

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This position would be located in one of our three West Michigan offices, Grand Rapids, Grand Haven, or Kalamazoo.

### **What we offer**

- National award-winning culture and a supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals.
- Industry leading Total Compensation (Paid Overtime, Performance Bonuses, Profit Sharing)
- Work-Life Balance program providing six (6) additional holidays per year.
- Paid Community Service Hours
- Annual Team Training, Professional Development
- The opportunity to reach your career goals with an award-winning firm

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 190 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. TowerPinkster received the 2021 National 101 Best and Brightest Companies to Work for Award and the 2021 Best Firm Award from Zweig Group. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's exciting and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it!

[www.towerpinkster.com](http://www.towerpinkster.com). We are an Equal Opportunity Employer