

## DEPARTMENT MANAGER - LANDSCAPE ARCHITECTURE

Join our team at TowerPinkster and open a new door to an amazing career! TowerPinkster, an architecture, engineering and interior design firm based in Michigan, is looking for a Landscape Architecture Department Manager to lead our team of talented landscape architects. This individual will be responsible for the design, quality, timeliness, and budgets of all Landscape Architecture projects. This role will oversee the Landscape Architecture team to ensure performance and creativity is achieved in all designs and will report to the Director of Design. The responsibilities of this position may include, but are not limited to, the following:

### POSITION RESPONSIBILITIES

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#### MANAGEMENT

- Manage the Landscape Architecture team to ensure quality of work, as well as meeting all applicable deadlines and budgets.
- Establish the Landscape Architecture Department's short and long-term goals and ensure they are accomplished. Encourage training pathways for individuals.
- Organize and manage workload for Landscape Architecture team
- Maintain a high level of client service, communication, design, and production.
- Meet regularly with team members and establishing an open line of communication.
- Mentor team members as necessary to help them achieve their professional goals.
- Identify potential candidates and participate in staff recruiting interviews.
- Keep current on industry trends and evaluate if implementation would benefit the company.
- Coordinate overall Department goals with Director of Design for alignment within firm.

#### PROJECT DESIGN and OVERSIGHT

- Oversee all active Landscape Architecture projects within the firm. Assign staffing and resources to new projects and adjust as needed throughout the year.
- Lead design workshops and possess hand and computer graphics from conceptual sketches to technical details to convey planning and design principles.
- Lead key landscape design and planning projects within the firm.
- Perform internal Quality Reviews on all Landscape projects.
- Maintain a leading-edge knowledge of sustainable site concepts and master planning principles.
- Pursue and maintain professional licensure and professional affiliations (ASLA, LEED, others)

#### BUSINESS DEVELOPMENT

- Lead Landscape Architecture business development efforts in all market sectors.
- Establish and maintain positive relationships with City and County jurisdictions, other municipalities, Parks Departments, and other clients and organizations.
- Identify potential community engagement opportunities and methods to enhance the profile of the Landscape Architecture team at TowerPinkster.

### POSITION QUALIFICATIONS

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

- Strong background and success with project and people management.
- Strong communication, organization, and time management skills.

- High-level skills in site planning, master planning, planting design, layout, and construction detailing.
- Proficient in the design process with ability to identify and articulate client needs, project objectives, site constraints, and budget limitations.
- Ability to prioritize responsibilities and multi-task in a fast paced, deadline driven environment.
- Ability to interact positively and professionally with other employees, clients, and partners.
- Ability to maintain [at least] the minimum CE requirements to support professional licensure.

#### EDUCATION/EXPERIENCE

- Bachelor's or Master's Degree in Landscape Architecture or Urban Planning from a four-year college or university.
- A minimum of 12 years of related experience in a management/leadership position [Director or Manager level experience preferred].
- Business Development and Proposal generation is preferred.
- Experience with managing and maintaining positive client relationships.

#### TECHNICAL SKILLS

- Hand and computer graphics
- Knowledge of Microsoft Office, including Word, Excel, Outlook, and Project.
- Knowledge of Revit, AutoCAD, Enscape, Lumion, Photoshop, InDesign, etc.
- Knowledge of Google Workspace, including Slides, Docs, Sheets, Forms, Calendar, etc.

#### What we offer

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- A supportive work environment that empowers employees to stay healthy, fulfill their interests and passions, and balance work and life goals.
- A collaborative, multidisciplinary work environment
- Team building activities and opportunities
- A competitive benefits package
- 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 150 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 2020 National 101 Best and Brightest Companies to Work for Award and the 2020 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!

**Our Vision:** A diverse, talent-based firm sought after in expanding markets.

**Our Mission:** Design leaders who create unique environments with clients and communities.

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