



TWG Development, LLC
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Please send resumes to:
Holly Neff
HR and Talent Manager
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JOB TITLE: Architectural Project Manager

REPORTS TO: Mike Thomas, Director of Architecture, TWG Development, LLC

JOB SUMMARY: The Architectural Project Manager is responsible for coordinating all phases of project design that comply with program guidelines, and financial constraints per the project's pro-forma.

Mandatory Experience/Skills:

1. AutoCAD
2. Experience in multi-family design
3. Ability to prepare construction document plans and relevant specifications
4. Knowledge of Fair Housing guidelines and Equal Housing Opportunity requirements

Preferred Experience/Skills:

1. REVIT
2. NGBS, LEED, or other Green Building certification process.
3. Section 42 tax credit program projects.
4. Rehabilitation, Adaptive Re-Use, and New Construction.
5. Strong understanding of Type 1A, IIA, VA, and VB construction.
6. Strong understanding of Contract Administration.
7. Strong ability to create 3-D Modeling and presentation graphics.

Preferred Training/Education:

1. Degree in Architecture from an Accredited University.
2. Valid Indiana Architect's License and ability to get reciprocity in other states
3. Active registration with NCARB
4. LEED or other Green Building Accreditation

Key Performance Objectives:

1. Aptitude to work with and manage multiple structural, civil, landscape, and MEP consultants on various multi-family and/or mixed use projects.
2. Lead the project team(s) for multiple projects to comply with schedule, budgetary constraints, and code compliance throughout all phases of design.

3. Submit drawings to state and local authorities in various locations, as well as submit for all variances that may be required.
4. Ability to create conceptual layouts, massing plans, and general site layouts to determine a project's feasibility
5. Understanding project requirements in order to establish a project-specific design plan (i.e. Section 42 vs. Market Rate).
6. Work with TWG Development and TWG Construction to bridge the gap between pro-forma, budget, and required design aesthetics.
7. Proactively solve design, scope, and possible field issues along with other additional responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to execute each essential duty satisfactorily if not above expectations. The requirements listed are representative of the knowledge, skill, and/or ability required. This list is not all inclusive of the role's potential requirements.

Interpersonal Responsibilities

1. Holds our consultants and 3rd party design team accountable for meeting performance standards and successfully delivering on project objectives as originally established and issued to TWG Development
2. Establishes areas of accountability and performance objectives, monitors execution and provides ongoing feedback to design team, project teams, owners, etc.
3. Serves as resource for answering the project team questions and assisting with solving problems. This extends outside of the project team to company-wide issues, if applicable
4. Able to manage drafting team as required

Operational Responsibilities

1. Understanding and implementing maximum square footages, necessary fire separations, frequently granted variances, com check, ASHRAE regulations, etc.
2. Understanding of code compliant paths to maximize building efficiencies
3. Understanding of developing layouts that result in efficient structural designs
4. Ensures complete understanding of all project requirements and oversees all potential design phases
5. Participates and attends in development, pre-design, pre-construction, meetings for each project assigned

Organizational Responsibilities

1. Manages schedules for multiple ongoing projects with continuing changes in priorities and needs
2. Assists project team in foreshadowing any possible design challenges and working with the project team to provide any valued engineering ideas
3. Construction Administration will be provided for all projects. These include the following requirements:
4. Site observation visits as required.
5. Monthly reporting is required by any entity having jurisdiction over project funding (i.e. HUD).
6. Review shop drawings and submittals for various active projects.
7. Review and respond to issued RFIs.
8. Provide final certificates of Substantial Completion and other documents needed by governing officials, inspectors, financial partners, and owners.