



Director of Operations

February 26, 2025

📍 **Location:** Newport, KY (In-Person)

💰 **Salary:** \$90,000–\$130,000 (based on experience & leadership potential)

📈 **Growth Opportunity:** This role offers room for increased responsibility and leadership as the firm scales.

About Emboss

Emboss is a mission-driven architecture firm specializing in **energy-efficient and impactful design** across a **diverse range of project types**. We work on **K-12 schools, hotels, apartments, bourbon distilleries, work environments, and various projects for local non-profits**. With **60+ projects per year**, we need a **strong operational leader** to ensure projects stay on schedule, teams perform efficiently, and the firm operates profitably.

We're looking for a **Director of Operations** who can **optimize project execution, track financial performance, and improve team accountability**. This role is ideal for someone who excels at **systems thinking, leadership, and process improvement**.

⚡ **Tech-Driven Efficiency:** We're seeking someone who is **highly tech-savvy** and passionate about leveraging **emerging AI tools and automation technologies** to enhance efficiency, streamline workflows, and improve operational processes across the firm. You'll play a key role in identifying and implementing **cutting-edge solutions** to help our team work smarter.

This position has **room for growth** and could evolve based on the strengths and ambitions of the right candidate.

What You'll Do

🔧 Project Scheduling & Operations

- **Manage and refine project schedules** for 60+ active projects per year, ensuring on-time completion.
- **Optimize team workload distribution** to maximize efficiency and avoid bottlenecks.
- Use **Ajera (or similar project tracking tools)** to oversee project phases and team allocation.
- Identify **risks early** and proactively adjust schedules to keep everything on track.
- Ensure **seamless transitions between design, development, and construction phases**.
- Continuously **evaluate and implement AI-driven tools** to automate and improve scheduling, resource planning, and team coordination.

💡 Team Performance & Accountability

- Establish **clear performance goals** tied to project profitability, deadlines, and efficiency.

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- Conduct **regular check-ins** with team members to ensure productivity and engagement.
- Track **time utilization & workload balance** to maintain efficiency across the team.
- Lead **performance coaching and accountability conversations** while fostering a positive culture.
- Seek opportunities to use **AI-powered performance tracking and reporting** to enhance transparency and decision-making.

Financial & Operational Performance

- **Monitor project budgets and profitability** within Ajera, identifying efficiency improvements.
- Analyze **time-tracking trends** to ensure accurate billing and profitability.
- Work closely with the CEO to ensure **project fees are aligned** while maintaining financial health.
- **Refine financial forecasting** to improve operational decision-making.
- Stay ahead of **AI-driven financial analysis tools** to optimize project cost tracking and budget forecasting.

People & Culture Leadership

- Support the CEO in **team management, workload balancing, and professional development**.
- Oversee **PTO tracking, onboarding, and internal team communications**.
- Help resolve internal conflicts and maintain a **strong, engaged team culture**.
- Adapt communication for **architects of all experience levels and work styles**.
- Champion the use of **AI and automation in administrative processes** to free up team capacity for higher-value work.

Who You Are

You thrive in **fast-paced, project-driven environments** and excel at **keeping people accountable while optimizing efficiency**. You're comfortable with **data-driven decision-making, process improvement, and financial oversight**.

Your Skills & Experience

- **7+ years in operations, project management, or people management** (AEC industry preferred).
- Experience in a **project-based industry** (architecture, engineering, or construction highly preferred).
- **Strong leadership skills**—able to hold teams accountable while fostering a supportive culture.
- **Financial & analytical mindset**—understands budgeting, time tracking, and profitability.





- **Tech-savvy and AI-curious**—excited about exploring and integrating **AI tools, automation, and emerging technologies** into daily workflows.
 - **Proficiency in Ajera or similar project management software** (or ability to quickly learn).
 - **Big-picture thinker** who can **set up scalable systems and improve firm-wide efficiency**.
 - **Career Growth Mindset**—open to increasing responsibility and leadership over time.
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What We Offer

- **Competitive salary (\$90,000–\$130,000)** based on experience & leadership potential.
 - **In-person role in Newport, KY** (close-knit team environment).
 - **Comprehensive benefits**—health, PTO, and professional development opportunities.
 - **The opportunity to help shape the firm’s future.**
 - **Room for growth and increased leadership responsibility** as the firm scales.
 - **A chance to lead AI-driven operational transformation in a forward-thinking architecture firm.**
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How to Apply

📄 **Submit your resume & a brief cover letter** explaining why you’re a great fit to Emma@EmbossDesign.com

🚀 **Know someone perfect for this role? Tag them or send them our way!**





LinkedIn Job Post – Operations & People Manager at Emboss

We're Hiring: Operations & People Manager

Must have experience in the architecture, engineering, or construction (AEC) industry.

This is an **incredible opportunity** for a **highly organized, tech-savvy leader** who thrives in a fast-paced, project-driven environment. At **Emboss**, we're not just designing buildings—we're creating **thoughtful, impactful spaces** for **schools, hotels, apartments, bourbon distilleries, work environments, and non-profits** across our region.

With **60+ active projects per year**, we need a **sharp operational thinker** to help streamline our systems, optimize team efficiency, and bring **cutting-edge technology (including AI!)** into our workflows.

Why This Role is Special

- ◇ **Own & optimize project schedules**—helping keep high-impact projects on track.
- ◇ **Drive team accountability & performance**—ensuring efficiency without micromanaging.
- ◇ **Make real financial impact**—monitoring project budgets and profitability to improve firm success.
- ◇ **Leverage AI & automation**—helping Emboss stay ahead of the curve in firm operations.
- ◇ **Work with a tight-knit, mission-driven team** that's passionate about great design.

Who Should Apply?

- 7+ years of experience in AEC operations, project management, or people leadership.**
- A passion for efficiency, process improvement, and making things run seamlessly.**
- Strong leadership skills—comfortable holding people accountable while fostering collaboration.**
- Tech-savvy, AI-curious, and excited about leveraging new tools for optimization.**
- Looking for a role with growth potential in a fast-moving firm.**

What We Offer:

- \$90K–\$130K salary** (based on experience).
- In-person role in Newport, KY**—we believe the best collaboration happens face-to-face.
- A firm that values innovation** and is open to new ways of working.
- Room for leadership growth** as the firm scales.

How to Apply:

Send your resume & a **brief cover letter** explaining why you're a great fit to **Emma @EmbossDesign.com**

Know someone who'd be perfect for this? **Tag them or send them my way!**

This is more than just an operations job—it's a chance to **transform how a high-impact architecture firm operates**. If that excites you, let's talk.

