



## Director of Architecture – Technical & Operational Leadership

📍 Newport, KY (In-Person)

📅 Growth Opportunity: Senior leadership role with firm-wide impact

This is a Director of Architecture & Operations role. You'll lead people, processes, and projects. You'll stamp drawings, manage deadlines, drive profitability, and help me (Emma) get out of the day-to-day so I can focus on vision and design.

You are **Emboss's next unicorn**.

You are **smart and quick-witted**. Highly organized—you're a **beast in the details** and surprisingly great at **managing a small tribe of playful nerds**. You're **driven—or maybe more accurately, guided—by a desire to make the world a better place**, and architecture just happens to be your medium of choice.

You're the kind of person who loves **processes and systems**—not because you were told to, but because creating order out of chaos is your favorite kind of magic. If a system doesn't exist, you'll create it—**for your team, for the work, or just for your own satisfaction**.

You are **proactive**, perhaps **slightly impatient**, and **outgoing**. You **read the room**, lead with empathy, and know how to influence when it matters most. You prefer to have **many spinning plates**—the juggle is real, and you absolutely love it.

You delegate **thoughtfully**—you won't pass something off until you trust the person holding it. And that **people instinct**? It's part of your superpower.

Your management style is **instructional yet motivational**. You hold a high bar and bring people with you.

**Wow—if this is you, I can't wait to meet you.**

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Emboss is a mission-driven architecture firm specializing in **thoughtful, high-impact design** across a diverse mix of project typologies—**K-12 schools, hotels, apartments, bourbon distilleries, work environments, and community-driven projects for local non-profits**. With **60+ projects in motion**, we're committed to quality, purpose, and team sustainability.

We're looking for a **licensed architect** who is both **technically exceptional and operationally strategic**—someone who can lead quality control, mentor and manage staff, and take ownership of the structure of how we work.





This is a **senior leadership position** for someone ready to be the **right hand to the CEO**, owning **internal operations, technical oversight, and people management**. You'll set the bar for quality, help onboard clients, shape how the team runs day to day, and be involved from **initial consultation to internal execution**.

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## What You'll Do



### Quality Control & Documentation

- Lead **quality control efforts** across all projects, ensuring consistency, accuracy, and compliance
- **Review and stamp drawings with your own stamp**, ensuring they meet internal standards and code requirements
- Establish and enforce **documentation protocols and drawing standards**
- Oversee **technical detailing and coordination**, offering guidance to support internal teams



### Client Onboarding & Early Project Strategy

- Attend **initial consultations** with prospective clients to support project understanding and team alignment
- Oversee the **client onboarding process**, ensuring internal setup, team communication, and expectations are clearly defined
- Translate client priorities into **internal action and accountability**



### People Management & Leadership

- **Manage people**—support, mentor, and coach architects of all experience levels
- Monitor staff workloads and **balance team assignments** to maintain efficiency and avoid burnout
- Lead **weekly internal check-ins** to keep teams aligned, productive, and accountable
- Partner with the CEO to **support hiring, onboarding, and culture-building**



### Operational Systems & Process Leadership

- Be a **key decision-maker and right hand to the CEO**, helping drive operational success firm-wide
  - Maintain firm standards for quality and delivery across 60+ active projects ranging from small to large.
  - Implement and refine **internal workflows, templates, checklists, and review systems**
  - Leverage **AI and automation tools** to improve efficiency and reduce repetitive tasks
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## Who You Are

- A **licensed architect** with deep technical knowledge and an eye for detail
- A **natural mentor** who enjoys leading people and improving how they work
- Experienced in quality control, firm standards, and documentation best practices
- Comfortable working closely with the CEO
- Curious and tech-forward—you're not afraid to experiment with new tools (including AI) to get better results





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### Required Experience

- **10+ years of experience** in architecture, with a focus on documentation and team leadership
- **Licensed Architect** with ability to **stamp drawings**
- Strong background in **quality control, drawing standards, and internal coordination**
- Experience with **Revit** and firm operations tools (Ajera preferred)
- Demonstrated ability to lead teams and **create structure and accountability**
- Familiarity with **client-facing processes**, especially early-stage project work

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### What We Offer

- Competitive salary based on experience. We're offering around \$250K in salary with performance bonuses on top. But more than that—you get autonomy and impact.
- **In-person role** at our Newport, KY office (we believe in in-person collaboration at least 4 days per week)
- Health benefits, PTO, and **professional development support**
- A meaningful leadership role in a **high-trust, high-impact firm**
- A rare opportunity to help run and shape the next chapter of Emboss

### How to Apply

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

