



Chief Operating Officer – Operations, People, Profitability & AI-Driven Systems Leadership

📍 **Newport, KY** (In-Person, just across the river from Cincinnati, Ohio)

💰 **High base salary + performance bonuses**

📊 **Senior leadership role with firm-wide impact**

We're a boutique architecture firm that punches well above our weight class — and we're looking for a **licensed architect** to step into a full-time **Chief Operating Officer** role.

This is not a production-heavy role. It's about **running the internal engine of the firm** — people, processes, profitability, and systems — so the CEO can focus on vision, design, and high-value client relationships.

A critical part of your role will be **AI fluency**. You'll be responsible for **identifying, implementing, and integrating AI-powered tools** that improve efficiency, automate repetitive tasks, and enhance the quality and speed of our work. This isn't just about trying out new tech — it's about building **AI-enabled systems** that become core to how the firm operates day-to-day.

You'll oversee **firm-wide operations, staffing, and accountability**, ensuring projects are profitable, deadlines are met, and our team thrives in a high-trust, high-accountability culture. You'll be **Revit fluent** — able to open models, review progress, and understand scope impacts — but your day-to-day won't be drafting. Instead, you'll work hand-in-hand with our Director of Architecture to keep delivery smooth and the business healthy.

What You'll Do

👥 People Leadership & Accountability

- Manage all staff except the Director of Architecture
- Lead hiring and onboarding processes
- Conduct performance tracking, reviews, and professional development
- Maintain a culture of accountability, trust, and high performance
- Address performance or behavior issues directly and promptly

📊 Profitability & Forecasting

- Oversee firm-wide utilization rates, billable targets, and project profitability
- Monitor real-time project performance and act early to correct course
- Maintain the master 60-day staffing map in coordination with the Director of Architecture
- Partner with CEO on financial strategy and pricing

⚙️ Operational Excellence & AI Systems

- Own and refine operational systems, SOPs, templates, and workflows





- **Lead AI adoption:** Research, select, and implement AI tools that improve efficiency and reduce repetitive work
- Train team members to use AI effectively in their daily workflows
- Oversee scheduling, project resourcing, and delivery processes
- Ensure compliance with contracts, licensing, and insurance



Leadership & Reporting

- Run weekly leadership meetings with CEO and Director of Architecture
- Provide CEO with concise, data-driven updates on performance, risks, and opportunities
- Translate vision into measurable actions and results across the team

Who You Are

- Licensed Architect with a strong understanding of the design and construction process
- **AI-savvy:** Already using AI tools in your work or eager to master them, with a proven ability to integrate them into team workflows
- **Revit fluent** — comfortable navigating models, reviewing progress, and assessing scope impact (but not a primary drafter)
- Experienced in operations leadership, preferably in architecture, design, or professional services
- Exceptional at people management and holding others accountable
- Detail-oriented and process-driven, with strong organizational systems skills
- Financially literate — can read a P&L, understand margins, and manage budgets
- Comfortable in a **high-trust, high-accountability, in-person** environment

Required Experience

- 10+ years in architecture, with leadership or operational management experience
- Licensed to stamp drawings (though stamping is not a core duty)
- Proven track record in managing teams and improving profitability
- Demonstrated experience with AI tools or systems integration is strongly preferred
- Familiarity with architecture/design industry tools (Ajera preferred)

What We Offer

- Competitive salary + performance bonuses
- In-person role in our Newport, KY office
- Health benefits, PTO, professional development support
- A leadership seat where your impact is felt daily
- The chance to run and shape the future of a growing, creative, mission-driven firm





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

