




Director of Architecture – Technical & Delivery Leadership

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

 **High base salary + performance bonuses**

 **Billable leadership role** with real impact

We're a small, sharp, and slightly irreverent team looking for a licensed architect who can **lead AND produce in Revit** - someone ready to take on a **cornerstone leadership seat with major technical and delivery responsibility**.

You'll run the work and do the work:

- 50–70% billable (PA/PM on projects, stamping, producing, and refining drawings in Revit)
- Lead QA/QC and drawing standards across all projects
- Manage and mentor project architects and designers
- Drive project profitability and keep schedules on track
- Be the technical and delivery backbone of the firm

We're a boutique architecture firm that punches well above our weight class. You'll get the design quality, speed, and creativity of a big-name studio—but without the silos or bureaucracy.

If you thrive on variety, can pivot between detail work and leading people, and like seeing your fingerprints on every project, you'll fit right in.

What You'll Do

Technical & Quality Leadership

- Produce and edit drawings in Revit; stamp and review sets
- Lead QA/QC for all deliverables — enforce drawing standards, templates, and details
- Coordinate with consultants to resolve technical issues

Project Delivery & Scheduling

- Build and maintain project schedules and milestones
- Maintain a rolling 60-day staffing map and run the weekly production meeting
- Track project budgets (fee vs. hours) and act early to protect profitability

People & Client Interaction

- Assign and oversee work for architects and designers
- Mentor and coach technical skills and delivery discipline
- Lead client onboarding and set clear expectations
- Resolve delivery-related project issues before they escalate

Tools & Process

- Use AI and automation tools to improve documentation efficiency
- Suggest and pilot technical process improvements





Who You Are

- Licensed Architect with deep technical skills and an eye for detail
- Strong Revit skills (production and management)
- Experienced in QA/QC, drawing standards, and project delivery
- Proven leader of project teams and schedules
- Curious and tech-forward — not afraid to try new tools and workflows
- Comfortable being 50–70% billable while still leading delivery

Required Experience

- 15+ years in architecture, with strong documentation and delivery focus
- Licensed to stamp drawings
- Demonstrated ability to lead projects and teams while producing work
- Familiar with project management software (Avera preferred)
- Familiar with a variety of client and project types: K–12, hotels, apartments, distilleries, work environments, and more
- Familiar with a variety of building types from historic renovations of old brick buildings, to schools, to PEMB's.

What We Offer

- Competitive salary + performance bonuses
- In-person role in our Newport, KY office
- A small, agile team where you'll see your impact every day
- Leadership & Growth Opportunities to advance your career
- Medical Insurance
- Health Savings Account (HSA)
- Paid Time Off (PTO) Bank – combines vacation, sick, and personal days so you can use your time as you need
- Paid Holidays – seven full days
- Paid Parental Leave
- 401(k) Profit Sharing Plan with retirement savings with 3% company match
- Ongoing Career Development including training and advancement opportunities
- Certification & Licensure Assistance
- Mentorship to support your professional journey
- Casual, Collaborative Culture with a supportive team





- The opportunity to use your most valuable resources - your time and energy towards making a positive mark on the world

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

