




Senior Project Manager / Senior Architect

 Own the work. Lead the team. Make a mark.

About Emboss

Emboss is a boutique architecture and interiors firm based in Newport, KY, just across the river from Cincinnati. We design schools, hotels, apartments, distilleries, workplaces, and community-driven projects, and we care deeply about the impact of our work.

We run lean, we move fast, and we hold a high bar. With 60+ active projects, we need people who can bring clarity, not complexity.

We are hiring a **Senior Project Manager / Senior Architect** who can take full ownership of projects, from kickoff through construction, and drive them forward with precision, accountability, and calm authority.

This is not a coordinator role. This is not a backseat role. This role requires someone who can see the whole system and keep it moving.

What You'll Own

You are responsible for the outcome. Not just drawings, not just meetings. The outcome.

- Lead projects from early planning through construction administration with full accountability for schedule, budget, and delivery
 - Serve as the **primary client contact**, building trust while managing expectations and decisions
 - Develop and maintain **project work plans**, including scope, fees, schedules, and team assignments
 - Proactively manage **budgets and hours**, protecting profitability and flagging risk early
 - Coordinate consultants, internal team members, and external stakeholders without things slipping
 - Run meetings that are clear, efficient, and decision-driven
 - Ensure project communication is organized, documented, and actionable
 - Oversee **projection teams** and provide direction so work moves forward without bottlenecks
 - Step in at the right level on technical issues without becoming the bottleneck yourself
 - Support proposals, fee development, and scope alignment on new work
 - Mentor less experienced staff and hold them accountable to commitments
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What This Role Requires

This role requires judgment, ownership, and the ability to operate without constant direction.

- 10+ years of experience in architecture, with significant project management responsibility





- Professional degree in architecture; licensure preferred
 - Proven ability to manage **multiple complex projects simultaneously**
 - Strong understanding of **project financials** (budget and hours), including fee, hours, and scope control
 - Ability to lead clients, consultants, and internal teams with clarity and confidence
 - High level of organization and follow-through, nothing falls through the cracks
 - Strong communication skills, direct, clear, and professional
 - Comfortable making decisions and moving forward without perfect information
 - Proficiency in Revit and construction documentation, but does not default to doing all the work yourself
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What Success Looks Like

- Projects run on time and within budget
- Clients feel informed, confident, and well-managed
- The team knows what to do and when to do it
- Problems are identified early and handled without escalation
- Leadership does not need to step in to keep projects moving

What We Offer

- **Competitive salary: \$120,000 - \$145,000 base salary**, depending on experience and demonstrated ability to independently lead complex projects. Bonus tied to project performance and profitability.
- Health insurance, PTO, 401(k), profit sharing, and paid parental leave
- A high-trust, collaborative environment with meaningful autonomy
- In-person role at our Newport, KY office (most of the team is in 4+ days/week)
- A mission-driven culture, diverse project types, and opportunities for growth

How to Apply

1. Complete our **Culture Index Survey**:
<https://surveys.cultureindex.com/s/kLFZgUEdJm/112873>
2. Send your resume, cover letter, and portfolio to ccraycraft@embossedesign.com

