

Lead Campus Planner – Los Angeles

SmithGroupJJR is an international idea-oriented design firm that is committed to creating inspiring places that enrich the human spirit. We believe extraordinary environments are created when the design process is based on the principles of exploration, experimentation, innovation, sustainability, research, and collaboration. Our expertise in providing thoughtful and innovative solutions keeps SmithGroupJJR at the forefront of architectural, engineering and planning firms around the world. According to the 2017 *Building Design + Construction* magazine “Giants” ranking, SmithGroupJJR is the 7th largest architecture/engineering firm in the U.S.

Our award-winning National Campus Planning Practice within SmithGroupJJR is one of the top campus planning practices in the country. We have worked on campus planning and design projects for over 400 colleges and universities nationally and internationally. We have a deep bench and dedicated group of campus planning practitioners with backgrounds in planning, urban design, landscape architecture and architecture that work collaboratively with firm-wide thought leaders to provide the most innovative and integrated planning and design services to our institutional clients. Our higher education clients range from community colleges and private liberal arts colleges to large research-intensive universities across the country.

SmithGroupJJR seeks a Lead Campus Planner for our Los Angeles, California office to help build and expand our campus planning practice in California and the West Coast. We are seeking a talented and experienced individual who is committed to winning work in an organization that values planning and design excellence, teamwork and innovative spirit. The ideal candidate will also demonstrate a high degree of creative and entrepreneurial independence.

LEAD CAMPUS PLANNER ROLE

The primary purpose of this position is to build the firm’s portfolio of campus planning in California and to win new work for the Practice and the Los Angeles office. The office is an integrated team of architectural, interiors and engineering professionals that compete and operate in the highest levels of our profession. Part of this role includes the ability to grow the Campus Planning practice in California, and to recruit, mentor and/or build internal staff capacity to pursue and conduct campus planning projects in California and the West Coast. The Lead Campus Planner will be fully supported by the firm-wide Campus Planning Practice, plus the Landscape Architecture and Civil Engineering disciplines from multiple offices.

In collaboration with the Office Director and National Campus Planning Practice Director, the Lead Campus Planner establishes the general direction and strategy for campus planning activities such as business development, client relationships, and advocacy for planning and design excellence within the office, through a holistic and collaborative approach working with other disciplines and studios in the LA office. The Lead Campus Planner consistently exhibits and demonstrates a commitment to SmithGroupJJR core values – Collaboration, Creativity, Community, Integrity and the Environment. As a whole, these items create a culture for the office and the firm that shapes it as a high-achieving, very market-competitive, and sustainable enterprise.

INSTITUTIONAL CLIENT TYPES

The National Campus Planning Practice works across all institutional client types for a range of colleges and universities, both public and private. The Los Angeles office currently works with a number of higher education institutions through its studios in Higher Education, Science and Technology, and Healthcare. The Lead Campus Planner will have the opportunity to collaborate at the National Practice level and with LA Office studio and discipline leaders to build integrated teams that pursue and win campus planning work. Our office clients include:

1. UC System/R1 Public Research Universities
2. CSU System universities
3. Private colleges and universities
4. Academic Medical Centers

AREAS OF EXPERTISE

Specifically, the Studio Lead Campus Planner is responsible for Campus Planning Business Development, Campus Planning Expertise and Staff Development within the SmithGroupJJR Los Angeles office.

BUSINESS DEVELOPMENT EXPERTISE

The successful candidate for the Lead Campus Planner position demonstrates, via a proven track record, the ability to consistently win work, develop and maintain client relationships and assist teams in profitably delivering planning and design excellence and client satisfaction. Responsibilities include:

- The marketing of our services by working closely with the Office Director, Business Development, Marketing, Discipline and Studio Leaders of the office.
- Identification of target clients and development of a business development plan with the Office Director and Business Development partner within the Los Angeles Office, in collaboration with the National Campus Planning Practice Director
- Development and management of Campus Planning Marketing and Sales budgets within the office
- Participation in office go/no-go evaluations related to campus planning pursuits.
- Marketing Leadership via active participation in projects through all phases, from initial client contacts through marketing pursuits, sales efforts, contract negotiations.
- Attendance and active participation in firm-wide internal marketing meetings.

CAMPUS PLANNING EXPERTISE

The Lead Campus Planner is responsible for the development of campus planning expertise within the Los Angeles office and represents the Los Angeles Office at the National Practice level. The Lead Campus Planner must be able to demonstrate:

- Deep knowledge and understanding of current and emerging trends affecting higher education and the implications for physical planning and design.
- Ability to lead/facilitate community engagement and outreach, including visioning sessions, committee meetings, public open houses and town halls for university executives, board members, academic and administrative leadership, staff, faculty, students and community participants.
- Ability to translate university strategic plan objectives into physical campus planning solutions.
- Ability to lead multi-disciplinary teams and the ability to synthesize and communicate complex data and analyses into strategic drivers informing the planning process.
- Ability to create planning concepts that holistically address and integrate recommendations on academic, research, administrative, student life and athletic facilities; campus open space; campus

mobility and parking; utility infrastructure and sustainable systems; and design guidance for campus facilities and landscape.

- Ability to direct and/or prepare final written and/or graphic documentation of the process and recommendations.
- Ability to develop and implement strategic objectives in concert with the National Campus Planning Practice strategic business plan and the Los Angeles office objectives.
- Attendance and participation in National Practice meetings as required
 - Monthly videoconference practice meetings
 - Up to 3 national practice meetings per year
 - Annual Cross Practice meeting
 - Client Advisory Board Roundtables (1-2 per year depending on topic and location)

STAFF DEVELOPMENT EXPERTISE

The Lead Campus Planner will also assist the Office Director in the following:

- Recruit and provide input on hiring prospective planning staff at all experience levels.
- Provide mentorship, guidance, leadership and growth of planning staff within the office.
- Participate in planning staff development and reviews, annual promotion evaluations and recommendations including principal and associate nominations.
- Work with studio leaders and discipline leaders to assure project staffing needs and technical, administrative and schedule targets are met.
- Work with the Office Director and National Practice Director to develop campus planning revenue targets.
- Work with the Office Director and the LA Office Director of Operations to ensure that revenue and project performance targets are achieved and/or issues are addressed.

REPORTING

Supervision and Direction Received: *from the Office Director and the National Campus Planning Practice Director.*

Supervision and Direction Exercised: *Directs and mentors campus planning staff in the office*

IDEAL CANDIDATE QUALIFICATIONS AND EXPERTISE

The ideal candidate will meet minimum education and experience requirements, demonstrate proven leadership abilities and demonstrate proficiencies with professional and technical tools commonly utilized in the planning profession.

LEADERSHIP

The most important attributes for this position are a successful track record of winning work in campus planning for both the University of California and California State Systems and the ability to grow the firm's campus planning practice in California.

Other attributes:

- Ability to inspire and motivate others
- Demonstrate a high degree of self-awareness, self-management, social awareness and relationship management skills.
- Represent SmithGroupJJR campus planning expertise in California through attendance and/or presentations at local, regional and national conferences

- Demonstrate effectiveness in working in a team setting, communicating with others, customer satisfaction and technical competence.
- Ability to lead project teams of internal staff and/or subconsultants with a balance of planning, design, technical, schedule and cost considerations.
- Ability to collaborate effectively across studios, offices, disciplines and practices within SmithGroupJJR to support integrated planning and design.

PROFESSIONAL AND TECHNICAL SKILLS

- Excellent oral and written communication skills.
- Independent working capability in the Microsoft Office Suite of Programs: Word, Excel, PowerPoint, Outlook as fundamental professional tools required for Studio and Client communications
- Familiarity with the Adobe Suite of graphics and production programs in support of marketing and business development activities
- Minimum of entry-level proficiency with primary production platforms such as AutoCAD, Revit or Sketchup to support work in support of projects and teamwork

EDUCATION AND EXPERIENCE

- A minimum of a Bachelor's degree in Urban Planning, Urban Design, Architecture, Landscape Architecture, or equivalent. Master's degree preferred.
- A minimum of 15 years related experience preferred and/or training (or equivalent combination of education and experience) in the AEP Industry
- AICP certification required, or a commitment to achieve certification within 12 months of accepting the position. Advanced Specialty Certification and/or LEED AP preferred.

COMPENSATION AND BENEFITS

SmithGroupJJR offers competitive compensation and an excellent benefit package, including 401(k) and tuition reimbursement. We offer three weeks of paid time off within the first year of employment, with the option of purchasing additional time off, and eight paid holidays. We also offer an alternative work schedule that provides employees with an additional fifteen days off per year (usually Fridays) to help with work/life balance.

Equal Opportunity Employer/Veterans/Disabled

SmithGroupJJR is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability or arrest/conviction records.

Instructions for applying – please read carefully:

- Go to www.smithgroupjjr.com and go to the Careers page / Los Angeles.
- In the **Lead Campus Planner** posting, please click the **Apply here** link. Fill in the required information, and submit your cover letter, resume and samples of design work as attachments. Please include salary requirements in your cover letter.