

# Project Manager | Medical Planner

Internal job post ID# PROJE01053

Job application URL: <https://jobs.lever.co/cunningham?department=Heal&team=Healthcare>

Full-Time

Phoenix, AZ, USA

San Diego, CA, USA

Culver City, CA, USA

## Job Details

### Description

Cunningham Group is seeking Project Managers/Medical Planners to focus on healthcare projects in our Phoenix, San Diego and Culver City offices.

The Project Manager will play a key role in helping build our healthcare business through project leadership and client management. As the primary point of contact, the Project Manager shall be responsible for coordination of the project between Cunningham Group and its clients. The Project Manager will be responsible for coordination of the design and technical efforts of the project team members and the integration of architecture, engineering, interiors and landscape disciplines on the project.

Qualified applicants should submit a resume and cover letter detailing their experience. Maximum file size per upload is 6MB.

#### **WHAT YOU'LL DO:**

- Ownership of delivering complex, high-value healthcare projects.
- Develop, implement and monitor a work plan for each project.
- Responsible for client relations and to assist Project leadership and Principal-In-Charge to obtain repeat business from existing clients.
- Lead, guide and manage projects, teams, and budgets.
- Administer Owner and Consultant contracts.
- Motivate and manage cross-office project teams.
- Client care and retention for key healthcare projects.
- Submit to and review with client matters pertaining to budget and scope of the work.
- Define deliverables, schedule, and fees during the proposal phase.
- Plan internal and external communications.
- Medical Planning- Develop and Validate Space Programs; work with Designers/ PIC to develop space and functional programs into a implementable plan
- Develop and update project staffing plans and project schedules.
- Monitor employee planned versus actual time and performance.
- Support Healthcare Market Group Leader and Operations Leader with staffing decisions.

## WHAT WE LOOK FOR:

- Graduate from an accredited Architecture or Design School.
- Minimum of seven years of experience managing healthcare projects for a design firm.
- Ability to communicate effectively with clients, consultants, contractors, and the design team.
- Demonstrated success leading and inspiring technical and design staff.
- Experience with budget creation, development, and management tools.
- Solid experience with project scheduling and staff management.
- Exceptional communication skills with the ability to influence.
- Project Management Software experience and Revit familiarity required.
- Proven experience in successful client relationship development and management.

## About Us

At Cunningham Group, we strive for excellence by aligning the skills, talents and energies of a diverse group of people. Our team approach creates an energizing and empowering work culture where dynamic, self-motivated individuals thrive in pursuit of the same goal: great sustainable design.

In describing our firm, we like to use words like passionate, collaborative and unpretentious. We can genuinely say that we love what we do, and we provide an environment to have fun doing it! Every day we expect to work hard and laugh often. We are ready to create and innovate. Our shared enthusiasm for design, communication, mentoring, managing, volunteering, teaching (and all things we excel at individually and collectively) allow Cunningham Group to be consistently ranked among the top firms in the industry.

Benefits and salaries are competitive. Cunningham Group is an equal opportunity employer.

# Qualifications

## Education

### Required

Bachelors or better in Architecture.

## Experience

### Preferred

**7-15 years:** 7-15 years' of project management experience

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.