



ARCHITECTURE LOS ANGELES

PROJECT MANAGER

KFA reshapes LA by designing great places where people flourish. At KFA, we believe design should be a synthesis of beauty, context, marketability, and sensibility. We are a team of creative problem solvers and great collaborators. Our work is focused on communities; we specialize in multi-family housing but have a passion for those projects that contribute to thriving neighborhoods, including hospitality, adaptive reuse, and community centers. KFA has been recognized as one of LA's best places to work by the Los Angeles Business Journal, and was a previous recipient of the Firm of the Year award by the AIA California Council.

KFA is seeking energetic, enthusiastic, creative, and critical thinkers. A good fit at KFA is an individual that has a desire for professional growth, demonstrates interest in both the design and technical parts of the profession, has an eagerness to learn, and a strong work ethic. Join our collaborative design practice as a **Project Manager** to work on inspiring and significant projects in and around Los Angeles, California.

Duties and Responsibilities

- Serves as a primary contact with client and is responsible for client satisfaction
- Manage multiple projects from design through construction closeout
- Develop and manage project work plans, budgets and project schedules, assessing staffing needs and performance
- Responsible for completeness and resolution of the design
- Ensures thorough documentation of the project through drawings and specifications
- Awareness of contractual obligations and generate proposals as directed by the partner
- Monitor fees, contracts, and project invoicing
- Manage internal production workflow and team, planning goals and resources to meet project schedule and milestones
- Create details that reflect the design intent of the project
- Support, direct and mentor junior staff

Desired Skills and Experience

- 10+ years of relevant experience (min 5 years experience in multi-family residential);
- Excellent verbal and written communication skills;
- Ability to manage and mentor a team/ junior staff;
- Licensure preferred but not required;
- Knowledge of Revit 2023 is preferred but not required;
- Knowledge of Type I, III, & V construction;
- Working knowledge of building codes, industry standards, building construction, and building structures with the ability to layout a code compliant fit plan;
- Experience in mixed-use, community and/or multi-family residential projects preferred;
- Experience in managing the completion of architectural design projects;
- Professional experience with all phases of design and construction.
- Ability to multitask on multiple concurrent projects

Pay / Benefits

This is a full-time position.

At KFA, we encourage our employees to lead a healthy and balanced life. Our comprehensive benefits include:

- Medical, dental, vision, disability insurance
- Paid holidays and paid time off
- 401k and annual performance bonus opportunities
- Hybrid work environment
- Reimbursement for California State Architectural License dues
- AIA membership for employees with a California State Architectural License
- Transportation subsidy for taking public transit, carpooling, biking, walking to work
- Fitness stipend
- Wellness events
- Pet-friendly
- Professional development opportunities through office mentorship program & monthly educational seminars
- Regular social events

KFA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Compensation is based upon experience and the estimated range is \$110,000 - \$135,000 annually, plus bonuses and benefits.

For more about KFA visit www.kfalosangeles.com.

Please email your resume, cover letter and portfolio (one PDF attachment, 15-20 pages, maximum 20 MB) to: Lise Bornstein, AIA at employment@kfalosangeles.com.