

PROJECT ARCHITECT (Manager level, 7-10 years of experience)

Job Summary

DJDS is a non profit architecture and real estate development firm that innovates in and around the built environment to address the root causes of mass incarceration with a focus on restorative justice and restorative economics. To achieve this mission the team is comprised of architects, designers, real estate developers, operations/events production and community organizers within which the production designs and administrative lead is an integrated part of a multidisciplinary team. This unique position integrates community-led design process with the technical skills of an architect and the management skills of a project lead.

Responsibilities

- Act as lead driver for DJDS projects, with the internal team and external partners and constituents.
- Manage project budgets up to \$500k in annual spend.
- Collaborate with Directors in developing project proposals, contracts and schedules
- Craft and maintain work plans tailored to each project
- Lead project team members.
- Use unique skillset, background, and talents to optimize solutions for assigned projects.
- Responsible for ensuring project staffing is adequate.
- Train team for each project.
- Manage project partner expectations throughout the process.
- Conduct internal milestone and end-of-project review and project close-out.
- Evaluation of project objectives and milestones, with continual refinement of tactical project aspects as necessary
- Research aspects of assigned projects to obtain clear understanding of all influencing factors, or obtain them from the appropriate person in the organization.
- Become familiar with local government officials, policies, laws, and local drivers for assigned projects, where necessary.
- Articulate goals, uncertainties, and opportunities to internal and external stakeholders in easily understood formats
- Advise on opportunities for project funding, if relevant to the project.

- Involve Directors at key stages of the project and inform them of project progress.
- Participate in Project Manager meetings and in the development of organizational processes, procedures and other internal projects.
- Develop familiarity with all project phases involving site acquisition, new construction and rehabilitation, and leasing or sales

Position Summary (Expected duties of a Manager level position)

- Manage progress and budget of assigned projects.
- Communicate necessary deadlines to stakeholders including outlines of solutions for delayed or missed deadlines.
- Lead project meetings and discussions
- Act as key decision maker for progress of assigned projects
- Review and approve expenses for assigned projects.
- Monitor compliance of each project's contractual obligations.
- Initiate, build and manage relationships with project partners and community stakeholders.
- Report regular updates to DJDS Leadership team.
- Mentor and guide other members of the team.
- Educate colleagues to elevate the team's knowledge and skills.
- Coordinate efforts with all departments of the organization: design, real estate, advocacy, and community engagement.
- This is a remote position until we reach herd immunity, but the role can be based in Oakland or Los Angeles, as long as they are familiar with the Los Angeles area.

Required Knowledge, Skills and Abilities

- Ability to maintain confidentiality and a high level of discretion.
- Exceptional skills in cross-disciplinary collaborative team work
- Facilitation skills and conflict management
- Commitment to DJDS' mission and goals
- Attend and participate in thought leadership of DJDS's organizational model and financial opportunities to include attending and speaking at relevant conferences and convenings
- Cultural competency for a diverse range of cultures, communities, and lived experiences

- High level of emotional intelligence and ability to apply it
- Commitment to learning and understanding robust community-led processes and practices
- Adaptability to emergent project processes and problem-solving
- Acute understanding of systemic racism and social inequities and its impacts on a range of individuals from systems impacted individuals and their communities of care to elected officials.
- Thoughtful, empathetic negotiation skills
- The ability to balance the mindset to abundance with the realities of a business needs and flows.
- Appreciation for aesthetic design
- Undergraduate degree in business, urban planning, architecture or related fields required; Graduate degree preferred

BENEFITS AND COMPENSATION:

- Healthcare benefits with options for medical insurance under the company group plan. Employer contributes 100% of employee healthcare offered under the group healthcare offerings.
- Compensation for this role will not exceed \$100,000

HOW TO APPLY:

Please send a resume and cover letter using the instructions listed below.

Email: resumes@designingjustice.org

Subject Line: Project Architect

Attachment: One multipage PDF not to exceed 3MB

The PDF should include:

- Cover letter (in your cover letter please include (please limit to 400 words max):
 - Your definition of Restorative Justice
 - Your definition of Trauma-Informed Practice
 - An example where you have observed or participated in Non Violent Communication
 - Your understanding of Emotional Intelligence and it's relation to personal accountability



- Resume
- Portfolio with the following examples, for which you have primary authorship:
 - Two completed projects for which you served in a leading role
 - Project examples for which you served in a creative leadership role
 - Project examples for which you served in a project manager role

Please, no phone calls or recruiters. All applicants must be eligible to work in the U.S.