

Director of Operations

McGriff Architects is seeking a Director of Operations to work closely with firm leadership in translating design vision into operational clarity - supporting and mentoring project teams, refining workflows, and building systems that allow the firm to grow sustainably while maintaining rigorous quality standards.

Who You Are

- As a member of our leadership team, you are a proactive thought-partner who can orient yourself quickly and take the reins.
- Enjoy mentoring junior staff and take pride in helping Project Managers grow into their potential.
- Highly organized, with a sharp ability to identify inefficiencies and implement systems that improve how work gets done.
- You balance big-picture thinking with attention to detail and are motivated by building a strong, collaborative studio environment.
- Excellent leadership, communication, problem-solving and organizational skills.
- Based in the Bay Area. Familiarity with the unique design and construction environment of the Bay Area is a plus.
- Active member of Bay area design community, with strong relationships and networks

Skills and Responsibilities

- Partner with firm leadership to align operational processes with design vision and business goals.
- Implement and monitor procedures that increase the quality of documentation and design across the firm.
- Manage systems to equip teams with the knowledge and resources needed to succeed.
- Mentor and support Project Managers, fostering professional growth, accountability, and high performance.
- Monitor all projects to ensure that quality and production standards are met for all design and contract documents.
- Track and improve project performance metrics, schedules, and resource allocation.
- Contribute to a positive, organized, and high-functioning studio culture.

Experience

- Thoroughly familiar with the entire process of custom residential architecture.
- Proven experience in leadership within an architecture firm.
- A background in supporting and mentoring project teams.
- Strong organizational and systems-thinking skills, with a track record of improving workflows and processes.
- Experience developing and enforcing quality and production standards across multiple projects.
- Licensure preferred but not required.

Benefits

We offer a competitive salary (commensurate with experience), paid time off and paid holidays. Our office has a hybrid schedule, currently with three days working together in-office, and two days at home. We cover 100% of health, dental and vision benefits. We also provide a 401(k) plan with employer contribution, continuing education benefits, the option to work remotely for up to 2 weeks per year, and excellent potential for professional advancement and growth. Incentives are also offered for completion of professional licensure.

How to Apply

Qualified individuals are invited to submit a cover letter that speaks to your interest in custom residential architecture and your leadership experience, a resume, and professional work samples in PDF format (or a link to your website).

Please send all items to careers@mcgriffarchitects.com with the subject line “Director of Operations - Your Name.” No telephone calls or recruiters, please.

McGriff Architects thanks all candidates for their interest; however, only those selected for an interview will be contacted.