

## JOB DESCRIPTION

*Principal***Position Description**

BCA Architects is currently seeking highly talented Principal-level individuals to lead our San Jose and Orange County offices. These newly created leadership positions will be **responsible for managing their own respective offices, will report directly to the President and will have stock opportunities within this established architectural design firm.** He/she will be responsible for helping BCA Architects expand its presence in K-12, charter school, community college, commercial and civic architectural commissions throughout California. Applicants must have the mind of a creative strategist, the personality to network with prospective clients and significant experience in the design of public and private facilities. The ideal applicant must also possess strong client leadership and project management skills, proven business development skills and passion, along with experience leading programming and presenting early design phases to school boards and constituent groups.

**Primary Responsibilities.** This leadership position consists of the following responsibilities:

- 1. Business Development.** Will work with BCA's President to develop relationships with key strategic clients in the K-12, charter school, community college, commercial and civic markets throughout California. The mission is to create, grow and maintain client relationships and to develop organizational relationships between BCA Architects and the client organization.
- 2. Marketing & Sales.** Collaboration with the marketing department to identify and respond to opportunities, and coordinating with BCA's President as needed. This includes development of the strategy and drafting of responses to RFQs and RFPs. This position participates in the preparation of content for interviews and presentations.
- 3. Project Leadership.** Coordinates design and budget objectives with the project design team to satisfy the client's goals. Does what it takes to get the project funded, contracted and started and is the client leader for the BCA project team; delegates project management to BCA project architect/project manager, but maintains client relationship; and monitors project progress throughout project delivery.
- 4. Staff/Office Management.** Represents BCA through management of office staff and resources. Has the ability to build and grow staff members, project types and physical office environment given the overall strategy defined by BCA's President and COO.

**Qualifications:**

- 1.** Licensed Architect with 10+ years of related experience in public and private educational and commercial design and/or field experience. Department of the State Architect (DSA) experience is required.
- 2.** Experience in OPSC and State grant qualifications and funding.
- 3.** Experience in programming, schematic design and presentations to planning commissions, city councils, boards of education, community partners, stakeholders, etc.
- 4.** Knowledge of traditional project delivery (design-bid-build), design-build and lease-leaseback methods, and related contract administration.
- 5.** Proven management of staff, human resources and project schedules, budgets and profitability.

**JOB DESCRIPTION*****Principal*****Skills & Traits:**

- A strong, likable presence and interpersonal communication skills
- Key ties to the communities identified above through partnerships with local organizations and politics
- Positive attitude
- Strong design skills utilizing software like SketchUp, Revit, Photoshop and InDesign
- Strong verbal skills for presentations
- Strong proposal and letter writing skills
- Intelligent, collaborative and articulate
- Ability to balance a broad scope of activities
- Strong management and leadership skills

**Compensation & Benefits:**

Salary: Depends on Individual's Qualifications

Our benefits package for this position includes:

- Medical/Dental/Vision -- Employer pays for the employee
- 120 hours of paid vacation per year
- 48 hours of paid sick leave per year  
(Vacation and sick hours to start accruing on the first day of employment)
- 64 hours of paid holidays per year
- Life insurance
- Long term disability
- Flexible Spending Account
- 401(K) (\$0.25 on every \$1.00 of contribution for enrolled employees up to 2.5% of base pay)
- Performance based bonus

**Future Potential:**

BCA Architects is currently in the process of an internal ownership transition and is seeking principal-level architects who are interested in ownership as well. The transition plan is being guided by outside consultants who will insure all relevant information will be available if you and the firm decide that you should be an owner. Individuals who excel at the requirements outlined above will be given consideration for ownership and provided, at least in part, with the financial resources to make that possible.

**Contact:**

All inquiries will treated as confidential and should be sent to BCA's President, Brian P. Whitmore, AIA, LEED® AP, at [brianw@bcaarchitects.com](mailto:brianw@bcaarchitects.com).