Job Search: WDi Architecture, Inc.
Job Title: Architectural Project Manager
Reports To: Principal Architect / Director of Architecture
Location: Indianapolis, Indiana
Employment Type: Full-Time

Position Summary:
We are seeking an experienced and highly organized **Architectural Project Manager** to lead and manage architectural projects from conceptual design through construction completion. The ideal candidate will bring a minimum of eight years of hands-on experience in architectural design, planning, documentation, and construction administration, with a proven ability to oversee multiple projects while ensuring quality, client satisfaction, and budget compliance.

Key Responsibilities:

- Lead the project development process from schematic design through construction documents, permitting, and construction administration.
- Manage day-to-day coordination with clients, consultants, and contractors
- Develop, manage, and maintain project schedules, budgets, and work plans.
- Oversee and review work of junior staff and consultants to ensure design intent and quality standards are maintained.
- Ensure adherence to relevant building codes, zoning laws, accessibility standards (ADA), and other regulatory requirements.
- Lead constructability reviews and coordination with engineering disciplines.
- Perform site visits to monitor progress and ensure compliance with construction documents.
- Support business development efforts, including proposal writing and fee estimation.

Required Qualifications:

- Bachelor's or Master's degree in Architecture from an accredited institution.
- Minimum of 8 years of progressively responsible experience in architectural design and construction.
- Proven experience managing projects independently from concept through construction.
- Proficient in AutoCAD, Revit, and other design software (SketchUp, Adobe Creative Suite, etc.).
- Strong understanding of building systems, detailing, and construction methods.
- Excellent project management, leadership, communication, and interpersonal skills.
- Knowledge of local, state, and federal building codes and permitting processes.
- Experience coordinating with engineers, contractors, and consultants.
- Ability to manage multiple projects and deadlines simultaneously.
- Architectural licensure preferred or in active pursuit.

Preferred Qualifications:

- LEED accreditation or familiarity with sustainable design principles.
- Experience with public-sector or institutional projects is a plus.
- Familiarity with project management software (e.g., BIM, Deltek Ajera, MS Project, Trello, etc.).
- Experience with contract administration and AIA contract documents.

Benefits:

- Competitive salary based on experience
- Health, dental, and vision insurance
- Paid time off and holidays
- 401(k) plan with employer contribution
- Professional development support and licensure assistance