

Job Position

Architectural Project Manager

Location - Office

Sioux Center, IA

Description

OHA Architecture + Design is a full-service architecture, interior design, and planning firm with offices in Mankato, Minnesota and Sioux Center, Iowa. We specialize in creating thoughtful environments across a wide range of project types, including religious facilities, K-12 schools, higher education, healthcare, hospitality, corporate offices, financial institutions, municipal buildings, and industrial facilities.

Our mission is to be a trusted, collaborative partner delivering inspiring design through experienced dedication, integrity, and a commitment to adding value to every project.

Architectural Project Manager – OHA Architecture + Design

OHA is seeking a skilled and motivated Architectural Project Manager to join our collaborative team. This role is ideal for a design professional with strong leadership abilities, a passion for architecture, and experience managing projects from concept through construction.

Position Overview:

As an Architectural Project Manager, you will lead project teams, coordinate with clients and consultants, and oversee the successful delivery of architectural projects. You'll be responsible for managing schedules, budgets, and design quality while fostering a collaborative and creative work environment.

Key Responsibilities:

Project Leadership & Management:

- Lead architectural projects through all phases of design and construction.
- Develop and manage project schedules, budgets, and work plans.
- Coordinate internal team efforts and ensure timely delivery of project milestones.
- Serve as the primary point of contact for clients, consultants, and contractors.
- Facilitate project meetings and maintain clear communication across all stakeholders.

Design & Documentation:

- Oversee the development of design concepts and ensure alignment with client goals.
- Review and manage construction documents for accuracy and completeness.
- Ensure adherence to firm standards, codes, and regulatory requirements.
- Provide guidance on design detailing and constructability.

Team Coordination & Mentorship:

- Supervise and mentor junior staff and support professional development.
- Collaborate with design and technical teams to ensure project success.
- Promote a positive and inclusive team culture.

Technology & Tools:

- Utilize Revit and other design software for project documentation and coordination.
- Support integration of BIM workflows and digital collaboration tools.
- Coordinate with BIM Manager and IT staff as needed for project setup and troubleshooting.

Qualifications:

- Professional degree in Construction Management, Architecture or related field.
- 5+ years of experience in architectural project management.
- Proficiency in Revit and other design software (AutoCAD, Adobe Suite).
- Strong understanding of building systems, codes, and construction processes.
- Excellent communication, organizational, and leadership skills.
- Ability to manage multiple projects and priorities effectively.

What We Offer:

- Competitive compensation with a comprehensive benefits package.
- Opportunities for leadership and career growth.
- Flexible scheduling and remote work options (based on role and trust).
- Exposure to diverse project types and all phases of design.
- Direct collaboration with clients and consultants.
- Supportive and creative work environment.
- Mentorship and professional development encouraged.
- Mission-focused on integrity, collaboration, and client satisfaction.

OHA is a close-knit, collaborative team with a flexible, people-centered culture. Our studio encourages open design dialogue, supports remote work when appropriate, and is deeply client focused. We value loyalty, trust, and a shared passion for purposeful architecture. This is a great opportunity to join a vibrant, growing firm where you'll work closely with other design professionals in a dynamic, supportive environment. We're committed to exceptional client service and fostering a positive work life balance.

If you meet the qualifications listed above, we encourage you to apply by sending your resume and cover letter (PDF or link) to: Heather@oharchitects.com Subject: Architectural Project Manager

OHA does not accept unsolicited resumes from individual recruiters or third-party agencies in response to OHA job postings. No fee will be paid to third parties who submit unsolicited candidates directly to our hiring managers.