



## Director of Architecture - Job Description

### Company Summary:

Onyx+East is a homebuilder that delivers well-crafted and designed homes in urban settings. We focus on building in walkable, lasting locations ensuring each property provides comfort, livability, convenience, and practicality. We are committed to serving our clients through offering a quality project, maintaining transparent communication, and encouraging a relationship, rather than a mere partnership. We are thinkers. We are visionaries. We are envelope pushers. We work towards ensuring our residents live with a sense of comfort, community and sustainability.

### Job Summary:

The Director of Architecture is a member of the Operations team, including Construction, Operations, Purchasing, Production Services, Design Studio, and Architecture. The Director of Architecture's primary role is management of the company's product and project designs, and ensuring our product meets Onyx+East's project standards for design, cost, quality, neighborhood, and overall livability. The Director of Architecture will play a key role in driving innovation and strategy within design, product/options, and other areas consistent with company goals. The position will partner with architecture and design firms as well as collaborate with all functional areas within Onyx + East to drive product execution and support project success.

### Key Job Duties and Responsibilities:

#### *Design*

- Oversee creation of innovative product lines aligned to support unique model of project development, delivering attainable design across diverse lifestyles and locations.
- Play key leadership role in meetings between Development, Research and Operations in establishing project vision for site, elevations and product.
- Lead internal design process in conjunction with Operations and Development teams. Balance key product and project goals including design, cost, quality, and other items.
- Actively lead architect, engineering, and design firms in the development of conceptual and production plans. Provide design direction for overall project, floor plan, and elevation in conjunction with internal design team.
- Utilize and communicate design knowledge to aid in establishing design strategy as it relates to the business model. Utilize market research and trends to guide creation and direction of design concepts and plans.
- Drive innovation in product, plan design, lifestyle design, sustainability, wellness, technology, and other items consistent with company goals and objectives of providing attainable best in class design and lifestyle driven product.

# ONYX+EAST®

## *Production*

- Oversee production of architectural drawings, ensuring on-time, on-budget delivery of project plan sets balancing key goals including cost, quality, design, and other items.
- Partner with internal teams and external partners in the creation of plans, structural, details, and assemblies to support quality, cost, and constructability.
- Drive consistent plan sets and details to support trade and construction efficiency.
- Ensure plan sets meet all building code and municipality driven requirements.
- Coordinate product development review process:
  - Construction, Operations, and Trade Partner review process to drive quality, cost, efficiency, and other items.
  - Development, Operations, and Marketing review process for project elevation and floor plan design to align with project goals and target buyer profile.
- Collaborate on construction issues to identify and execute best solution for company.
- Coordinate product field review meetings and manage execution of resulting product changes to support continuous improvement.
- Create and maintain product library for use across multiple departments.
- Oversee creation of collateral and renderings with internal team and external partners.

## *Management*

- Demonstrates leadership in all initiatives, interactions, and relationships that are consistent with Onyx+East values and business strategy.
- Manage/participate in components of pre-construction and project launch process.
- Lead key product development meetings and processes.
- Work with team to manage and grow external business partnerships that deliver compelling value to internal company and external partner.
- Continually improve and maintain continuity of communication and documentation between Production and Design teams.
- Participate in value-engineering initiatives and significant changes to floorplan library.
- Work with Operations team in each market to provide support for Architecture process. Work with leadership to build internal team to support company growth.

## Experience and Skill Requirements:

- Bachelor's Degree in architecture, construction management or related field.
- 7+ years proven experience in single family, multi-family, and/or commercial construction with focus on architecture/design/production plans.
- Leadership, management, and business relationship management capabilities.
- Excellent communication, organizational, and planning skills.
- Collaborates well across functional areas.
- Balanced strategic, creative, organization, and execution orientation.
- Understanding of product and process within the construction industry.

## Position Reports to: VP Operations