



## **Rieth Jones Advisors**

### **Senior Project Manager, Design & Construction**

**Location:** Detroit, Michigan

**Reports to:** Director, Design & Construction

To apply, email resume and cover letter to [recruiting@riethjones.com](mailto:recruiting@riethjones.com).

The Senior Project Manager (SPM) at RJA is critical of the success of our business and will report directly to the Director of Design and Construction. The successful candidate will be a vocal leader with demonstrated success leading design and construction projects and teams and will be required to think critically and engage thoughtful discussions to determine the best possible solutions for our institutional partners. This position will primarily focus on large-scale, complex capital projects. The Senior Project Manager is expected to lead internal and external project teams throughout the entire life cycle of the project providing vocal leadership and actively contributing to all aspects of successful capital project delivery. Excellent communication skills, strong personal drive, persistence, and a commitment to excellence are required by the firm and those that we proudly serve.

### **About Rieth Jones Advisors**

RJA was founded with the intent to do things differently. We are a collective of individuals who are self-starting, motivated, energetic, entrepreneurial, and passionate about what we do. Our unwavering commitment to excellence is made possible by our robust team of subject matter experts in real estate, finance, operations, design, construction, and infrastructure, who bring a wealth of knowledge and experience to each project.

RJA provides a unique offering of strategic planning and advisory services to position higher education institutions to solve complex financial, operational, and real estate challenges. We embrace the opportunity to work with our institutional partners as one team to advance their goals through a customized hands-on process. We work with assets, including student housing, athletics, recreation, dining, academics, parking, utility systems, administrative, and related facilities. Having served more than 200+ clients nationwide, the RJA team has planned \$14+ billion in capital projects including \$2.7+ billion in P3 transactions. We provide value in every interaction, driving exceptional results for our institutional partners.

### **Core Responsibilities**

- **Collaborate with RJA Team Members:**
  - Collaborate closely with RJA leadership team and current team members to gain a deep understanding of our existing advisory processes. Work with senior leadership to implement best practices to enhance the efficiency and effectiveness of our firm's offerings, management, and overall performance.
  - Become familiar with in-progress design and construction advisory projects by understanding the project context (background, goals, and objectives), key personnel and organizational structure, timelines, and budgets.
  - Support Director on tasks associated with our design and construction projects and practice including business development, team management and internal operations.
  - Work closely with the balance of the RJA team to develop standards, processes and procedures that can be implemented across all RJA capital projects to ensure productivity, efficiency and effectiveness for our internal teams and our institutional partners.
- **Project Management:**
  - Assume the responsibility of representing our partner's best interests throughout the planning, procurement, design, and construction period.



- Actively contribute, lead, and advocate for the Institutional Partner in owner-architect-contractor and developer (when applicable) meetings during the design and construction phases.
- Support the RJA project team in reviewing proposals to ensure compliance with procurement instructions, including a succinct and impactful comparison of submissions for key stakeholders.
- Proactively lead the decision-making process for our institutional partners to achieve on-time and on-budget delivery by introducing ideas and facilitating discussion amongst stakeholders. Efficient problem solving is critical.
- Develop communication and responses to deliverables supporting schedule and budget requirements.
- Lead RJA's coordination with internal and external partners to ensure their awareness and responsiveness to action items for which we and other parties are responsible. This will include developing responsibility matrices and driving accountability throughout the project.
- Review drawings, reports, and other documentation to ensure that work product produced aligns with goals/objectives, schedule, and budget. Identify and work to solve any issues arising from the work product.
- Analyze monthly reporting documentation to perform active tracking and reconciliation of budgets, schedule compliance, submittals, ASI, RFI logs, discrepancy logs, and change orders. Review and approve all draw requests for the owner's final approval.
- Ensure that owner review timelines are met. Assist in coordination of any ongoing owner functions and operations during the construction phase.
- Distill information and prepare bi-weekly and/or monthly summaries for our Institutional Partners.
- Lead the negotiation of design and construction terms and concepts of Legal documents to advocate for our Institutional Partner's interests.
- **Administrative Responsibilities:** Additionally, you will be responsible for:
  - Contributing to thought leadership by actively participating in shaping the firm's short and long-term strategic direction.
  - Participating in firm growth efforts, including recruiting, interviewing, and engaging with professional staff to expand our team.
  - Supporting RJA staff development and marketing activities to promote firm growth.
  - Leading internal strategy development and preparation for assigned project work and RJA organizational initiatives.
  - Traveling to different campuses, as needed, to support our Institutional Partners and to lead in-person meetings.
  - Fulfilling any other duties assigned with the same level of dedication expected of all RJA team members.
  - Leveraging your existing industry relationships and contacts to build RJA's market presence locally, regionally and nationally.



- Building new industry and Institutional Partner opportunities through business development activities.
- Mentoring internal Design and Construction colleagues and cross-disciplinary project teams through planning and project execution.

### **Qualifications/Desired Background**

- **Educational Qualifications:** Graduate/professional degree required in real estate, construction management, engineering, architecture, or a related field.
- **Personal Experience:** Candidates should have at least 10+ years of design and/or construction experience, including projects exceeding \$50+ million. Proven experience with complex development and capital project implementation is highly valuable.
- **Strong Work Ethic:** Demonstrate a dynamic work ethic and self-motivation to continually pursue excellence.
- **Entrepreneurial Spirit:** Exhibit an entrepreneurial mindset, with the ability to prioritize multiple tasks and manage time effectively.
- **Consultative Skills:** Possess strong consultative and facilitation skills, with experience working collaboratively with internal or external parties.
- **Team Player:** Display strong teamwork and collaboration skills, including the ability to collaborate virtually with colleagues in various locations.
- **Analytical Skills:** Can distill research data and analyses into clear, actionable recommendations and results, with a focus on effective storytelling.
- **Communication Skills:** Exhibit excellent written and verbal communication skills with strong interpersonal skills to interact with stakeholders at all levels of the organization, public groups, governing boards, and external parties. Aptitude in responding to common inquiries and requests from institutional partners, architects, contractors, developers, other advisors, regulatory agencies, etc.
- **Industry Knowledge:** Previous design and construction experience is required. Previous advisory/consulting experience is not required, but candidates should have a fundamental understanding of design and construction principles and the Program Manager role.
- **Travel Flexibility:** Be open to travel as needed to fulfill job requirements.

### **Physical Demands**

While performing the duties of this job, the individual must be able to remain in a stationary position for 80 percent of the time while operating their computer and performing office work. The individual will need to occasionally move about inside the office, as well as on a project site. They constantly operate a computer and other office productivity machinery. They must be able to exchange accurate information with other teammates and RJA's institutional partners. The individual must be capable of reviewing their work for errors and adjust as necessary.

### **Work Environment**

This position will be located in downtown Detroit, and the successful candidate will be expected to spend the majority of non-travel time in the Detroit office. While performing the duties of this job, the individual is exposed to an office environment with low to moderate noise levels and project sites with moderate to high noise levels. Occasional automobile, air, and overnight travel is required.



### **Why RJA**

- RJA offers highly competitive pay based on experience and qualifications.
- This position is eligible for quarterly performance-based bonuses, totaling up to 20% of the base salary annually. An additional annual bonus is also included in everyone's compensation packages.
- RJA provides various employer-sponsored health, vision, and dental insurance options and a 50% cost share of the premiums.
- 401(k) plan, including company matching
- Generous PTO, holidays, and parental leave
- Flexible work environment
- Annual vacation stipend
- Biannual in-person team meetings and inter-office travel

### **Interested?**

Interested candidates should email their resume and cover letter to [recruiting@riethjones.com](mailto:recruiting@riethjones.com). At the end of their cover letter should be a one-sentence statement describing how it was prepared (e.g. independently, with peer feedback, with AI assistance).