

CLIENT LEADER - CASTLE ROCK

Hollis + Miller is seeking a recognized thought leader who demonstrates deep knowledge and experience in the Higher Education and/or K-12 market sector. This role's focus will be to strategically position the firm for significant targeted business growth regionally in Missouri, Kansas, Oklahoma, and Colorado. This role reports to and collaborates with the Partner in Charge and the Marketing and Business Development Director.

As this Firm market sector works through a leadership transition, the role will likely be somewhat dynamic as the shift occurs and the market sector is refocused. The role will require interaction, facilitation, and collaboration with the varied staff and leadership levels within the Firm. Because of our multiple office locations, travel, including overnight and multi-day stays may be required.

Hiring considerations will prioritize candidates with experience in both Higher Education and K-12 market sectors, but candidates with a strong background in one or the other are encouraged to apply.

Our Vision and Values

The core values of Hollis + Miller are at the heart of everything that we do. As a Hollis + Miller team member, you live our core values through your day-to-day efforts as we work together to Design the Future.

- We are **purpose driven**, making a difference by impacting the lives of others through our work.
- We are **people centric**, empowering those around us to learn and grow within our dynamic culture.
- We believe in the **power of we**, supporting diversity of thought and recognizing that good ideas can come from anywhere.

Basic Qualifications

- A 4- or 6-year accredited professional degree in Architecture.
- A minimum of 8 years of professional experience including experience in all phases of projects, and multi-year experience of leading a market sector required.
- Active architecture license required.
- Possesses a deep knowledge of the Higher Education and/or K-12 market sectors. Recognized as a knowledge leader by industry experts in a specific market sector or institution type and understands the nuances of the Higher Educational and/or K-12 funding models, the intricacies of project teams, and the overall series of steps which support project success.
- Inspires clients, advocating for their end users' best interests by delivering living and learning environments that align with student, faculty, and community success.
- Actively participates in the community and industry associations (AIA, USGBC, etc.).

Desired Traits

- Exemplifies the qualities of creativity, accountability, and thoroughness.
- Possesses excellent communication and relational skills, as well as a positive attitude.
- Solves problems independently and is able to multi-task while managing time well.
- Displays thorough drive, commitment, and a results-oriented mindset.
- Proactively identifies potential conflict and takes timely and appropriate action to find equitable resolution.
- Aspires to be a lifelong learner, continuing to develop knowledge and skills through a growth mindset.
- Believes in developing team members who work on educational projects throughout the Firm.

Role Responsibilities

- A member of the Client & Community Relations pillar.
- Reports to the Partner in Charge.
- Client Relations
 - Manages multiple existing clients, teams, and assignments.
 - Serves as client liaison to establish a deep understanding of the client's needs.
 - Shares the client and/or project story to the Partner in Charge, Studio Director, and Project Lead.
 - Engages in projects at a high level, collaborates with the Project Lead and delegates specific project leadership responsibilities to the Project Lead.



- Ensures consistent communication and connections to the client throughout the project.
- Keeps Partner(s) informed of any issues that could damage the client relationship or expose the firm to potential liability.
- Mentoring & Development
 - Mentors and coaches project teams to make the right decisions in a proactive manner, make course corrections when necessary, and guide the team to success.
 - Mentors and develops the Project Lead and team members beyond the project scope.
 - Provides input on team member performance to inform recognition and/or improvement planning.
 - Rewards and recognizes team members' successes.
- Project Management
 - Executes contract with review/approval by Partner – Owner and consultants.
 - Develops professional fees.
 - Oversees Resource Allocation and Project Plans
 - Actively manages the client/bond budgets and schedules, coordinating/co-presenting updates with lead contractor.
 - Shares Client/Bond Budgets and overall schedule with Studio Director for staffing and revenue forecasting. Works with Finance team to manage financial project plan.
 - Oversees Project Planning, Hour Budgets, Scheduling, and Invoicing
 - Responsible for the input and maintenance of the project plan in Vantagepoint in coordination with available resources as identified by Studio Director. Coordinates with Finance administrator on monthly profit and billing analysis reviews with each Client Leader.
 - Reviews drafts and coordinates final invoices with Deltek Administrator and Financial Director as required, involving the Partner as required.
 - Monitors Profits
 - Along with Partner, is accountable to profitability.
 - Reviews draft monthly Office Earnings Report.
 - Shares findings or recommended course corrections with the Partner.
 - Partner provides assistance/direction as required.
 - Shares recommended course corrections to the Studio Leader and Project Lead.
 - Project Lead shares with Project Team.
- Business Development
 - Leverages existing client relationships to generate new work.
 - Collaborates with Partner in Charge and Business Development/Marketing Team in development of request for proposals and interviews.
 - Attends conferences and networking events on behalf of the firm.
 - Possesses strong business acumen, accountable to updating business development and revenue projections in alignment with firm goals.

We may alter any or all of the above from time to time to further our desire to make you, the Firm, and our clients great!

Hollis + Miller is an Equal Opportunity Employer



The current annual compensation range for the position is \$105,000 to \$145,000. Hollis + Miller accepts applications for this role on an ongoing basis, until it has been filled. Resumes and portfolios can be submitted to the email address listed on the Hollis + Miller website's career page.



EMPLOYEE BENEFITS SUMMARY – 2024

Version: Castle Rock Employees

This is a general description of the Firm’s benefits. Further explanation of benefits is available within our Employee Handbook and Benefits Enrollment Guide.

Vacation: The vacation amount mentioned in your offer letter accrues for eligible employees during each of their first five years of employment. Starting at the fifth anniversary, the accrual rate will increase in accordance with the accrual schedule available in the Employee Handbook. Unused Vacation can accrue up to the maximum amount mentioned in your offer letter.

Personal Time Off (PTO)/Sick Time: Full time employees accrue six (6) days of PTO per year. Part time employees accrue a proration based on hours worked. Employees may use this time for any personal needs. Unused PTO accumulates indefinitely.

Holidays: The Firm observes eight (8) company paid holidays. New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. Employees are eligible to be paid for any hours they would have normally worked on the observed holiday.

Medical Insurance: Group Medical Insurance is offered through Blue Cross Blue Shield to employees regularly scheduled to work 30 or more hours per week. There are four plans from which an employee can choose. Each plan offers coverage for the Employee Only, Employee + Spouse, Employee + Child(ren), or Family. Coverage begins the first day of the month following your start date. Coverage ends on the last day of the month in which employment terminates. The cost to the employee for each plan and type of coverage is shown in the table below.

Coverage Type	Option 1	Option 2
	BCBSKC Low Deductible PPO Plan	BCBSKC Blue Saver HDHP
Deductible (Calendar Year)	\$1,000 Individual \$3,000 Family	\$3,200 Individual \$6,400 Family
Employee Only	\$47.11/pay period	\$45.10/pay period
Employee + Spouse	\$264.77/pay period	\$252.53/pay period
Employee + Child(ren)	\$227.42/pay period	\$216.52/pay period
Employee + Family	\$376.86/pay period	\$36.79/pay period



Health Savings Account (HSA): The Firm offers HSA contributions to employees enrolled in a High Deductible Health Plan.

If you are enrolled in the \$3,000 HDHP Blue Saver Preferred Care Blue Network plan, HMA will make the following contributions to your 2023 HSA:

- HDHP Single Coverage: \$768 annually
- HDHP Employee + Spouse Coverage: \$1,344 annually
- HDHP Employee + Child(ren) Coverage: \$1,344 annually
- HDHP Family Coverage: \$2,112 annually

IRS Annual Maximum Contribution to HSA Account:

- Single Coverage: \$4,150
- Family Coverage: \$8,300
- Catch-Up Contribution: Additional \$1,000

Flex Spending Account (FSA): HMA offers FSA programs through P&A Group. FSAs provide you with an important tax advantage that can help you pay health care and dependent care expenses on a pre-tax basis.

- Health FSA: \$3,050 IRS Annual Maximum contribution
- Limited-Purpose FSA: \$3,050 IRS Annual Maximum contribution (for Dental and Vision expenses only)
- Dependent Care FSA: \$5,000 per household (or \$2,500 each if married and filing separately) IRS Annual Maximum contribution

Dental and Vision Insurance: Dental and Vision Insurance is offered through Blue Cross Blue Shield to employees regularly scheduled to work 30 or more hours per week. Each plan offers coverage for the Employee Only, Employee + Spouse, Employee + Child(ren), or Family. Coverage begins the first day of the month following your start date. Coverage ends on the last day of the month in which employment terminates. The cost to the employee for each plan and type of coverage is shown in the table below.

Coverage Type	Dental Insurance Cost	Vision Insurance Cost
Employee Only	\$15.43/pay period	\$4.13/pay period
Employee + Spouse	\$32.74/pay period	\$8.11/pay period
Employee + Child(ren)	\$32.55/pay period	\$8.69/pay period
Employee + Family	\$56.20/pay period	\$13.59/pay period



Paid Parental Leave: The Firm provides up to six (6) weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. Employees must meet certain criteria as described in the Employee Handbook to be eligible.

Basic Life/AD&D Insurance: Basic Life & Accidental Death & Dismemberment coverage is contracted through Sun Life. The Firm provides \$50,000 coverage for full time employees at no cost. Additional voluntary coverage may be purchased through Sun Life for yourself, your spouse, and your dependent children.

Disability Insurance: Long-term and short-term disability insurance are both contracted through Sun Life. The Firm provides both short-term and long-term disability insurance for regular employees at no cost.

Long Term Care Insurance: The Firm pays the premium for a basic Long Term Care policy for every full-time employee through UNUM. Employees have the option to apply for increased coverage for themselves and spouse at a group rate.

Voluntary Accident & Critical Illness: Voluntary accident and critical illness insurance are contracted through AFLAC. Employees may purchase accident coverage on a voluntary basis for self, spouse and children and critical illness for self and spouse.

401(k) Profit Sharing Plan: The Firm has established the following retirement plans to supplement your income upon retirement. In addition to retirement benefits, the plans may provide benefits in the event of your death or disability or in the event of your termination of employment prior to normal retirement. Employees become eligible to participate in one or both of the below plans on the first day of the month following three months of employment with the Firm.

- Traditional Pre-Tax 401(k)
- Roth After-Tax 401(k)

Each year, you may elect to contribute up to the maximum amount specified by the IRS. The Firm may, at its discretion, make a matching contribution. Customarily, the Firm match has been 50% of the employee's contributions, up to 6% of an employee's base salary (which equals up to 3% of employee's base salary). Employer contributions become vested on a five year schedule. Our plan's investment advisor is a Certified Financial Planner with UBS. He regularly provides financial information in group meetings and is available to meet with employees individually.

529 Savings Plan: Employees are eligible to participate in the CollegeAmerica 529 college savings plan contracted through American Funds. The plan offers tax-advantaged savings for education expenses.

Quarterly Incentive Bonuses: The Firm has a profit-sharing bonus program for which all employees are eligible. Bonuses are paid per Partner discretion and are contingent on company performance. An employee must be employed for the full quarter to be eligible.



First Wednesday Breakfast: Once a month, we gather as a team in the kitchen for breakfast. And we're not just talking about some doughnuts – we're talking pastries, fruit, eggs, bacon, pancakes, basically a full-on smorgasbord. The best part about it is catching up with your office friends you don't get a chance to talk to during the week.

Amenities: Employees will have access to the Riverwalk amenities including the gym, lockers and swimming pool.

All employee benefits are subject to change.

