



## POSITION SPECIFICATION

*Ryan Search & Consulting (retained executive search firm)*

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**POSITION TITLE:** Division Manager- Higher Education Studio

**REPORTING TO:** President

**LOCATION:** Cincinnati, OH

**THE COMPANY:** KZF Design Inc. ([www.kzf.com](http://www.kzf.com))

### SCOPE AND RESPONSIBILITY:

Our Client, **KZF Design**, is in search of a **Division Manager** for their Higher Education Studio, based in Cincinnati, Ohio. Reporting to the President, this role will lead a team of design professionals in the expansion of an important market segment for the firm.

KZF was founded in 1956 when Kral, Zepf and Freitag began their quest to become a leading regional architecture and engineering firm. Grounding the company in core values of honesty, integrity and a strong work ethic, they laid the foundation for what KZF Design is today:

- A forward-thinking firm with a history of success and a reputation for quality
- A firm with deep roots and a national reach
- A firm that challenges convention and inspires invention
- A firm trusted by local, national and international clients and world-renowned architects

State and private higher education clients expect a design firm to deliver on time and on budget and to be well versed in higher education design, student life requirements, building codes, ADA, LEED, and client specific criteria and procedures. KZF is proud to fill these multifaceted requirements wherever our client's are located.

KZF has been in business for over 50 years and has provided architectural and engineering services on many state and private university projects. The candidate accepting this role will lead an expansion of this market segment, and will be expected to leverage their existing knowledge and relationships with higher education entities to the benefit of the firm and their marketplace.

KZF is headquartered in a new office located in downtown Cincinnati, Ohio. Cincinnati is part of a three-state, 15-county region that offers world-class assets in arts and culture, amusements, hospitality, sports and recreation. Cincinnati features all the amenities of a large, bustling metropolis while maintaining a friendly, small town atmosphere - a unique balancing act of extraordinary contrasts - but one that makes the

region a remarkably flexible location filled with a wealth of opportunities and options. Here are a few other facts of note regarding Cincinnati:

- [More than 370 Fortune 500](#) companies have a presence in the region - with 10 headquartered here.
- [Home](#) to more than two million residents, Cincinnati is a collection of close-knit neighborhoods, each with its own unique culture, history and pride.
- [Cincinnati offers an array](#) of local educational options - from public to private, magnet to charter - ensuring there is an educational institution nearby that will provide the structure and curriculum to keep your child engaged, enthused and, at the end of the day, well educated.
- [Within 200 miles of Cincinnati](#) USA, there are more than 299 colleges and universities conferring degrees from associate to doctorate in a broad range of subjects. In addition, Cincinnati's vocational schools offer excellent adult education programs.
- [With affordable housing, friendly neighbors](#), numerous job opportunities, excellent school systems, diverse religions, shopping, safety and plenty of entertainment options to fill your nights and weekends, it's not hard to see why more than 2 million people already call the Cincinnati region home.

#### **EDUCATION AND EXPERIENCE preferred:**

- Graduate of a nationally accredited school of architecture or engineering
- Registered as an Architect or Engineer
- 10-15 years of proven job experience on Higher Education Projects as a Registered Architect or Registered Engineer working for an Architectural or Architectural/Engineering consulting firm, with a minimum of 5-8-years demonstrated experience serving as a Project Manager directing A/E services on higher education facilities.
- NCARB or NCEES certification
- LEED AP (required – or willing to attain quickly)
- Primary and secondary education experience a plus
- State and private arts, cultural and museum experience a plus

#### **KNOWLEDGE, SKILLS, ABILITIES preferred:**

- The Division Manager must be a proven leader and mentor

- Must have experience leading and managing a team of experienced design professionals
- Must be well spoken and possess excellent written and oral communication skills
- The Division Manager should have a proven track record of marketing and selling higher education projects for state and private universities
- Must be a leader with aspirations of becoming a future owner of the Firm
- Must present an air of professionalism in how you present yourself in dress, manner and decorum
- Overall the Division manager will be smart, savvy, honorable, hardworking, trustworthy and a proven motivated self-starter
- Must possess leadership skills that will enable you to not only cast a vision, but also allow you to build a team that can successfully implement this vision
- Energy and enthusiasm for high levels of accomplishment
- Ability to build and enhance existing client relationships in order to identify and initiate additional opportunities
- Maintains professional client relationships
- Identifies, addresses and resolves any project issues impacting client goals, objectives and/or client satisfaction
- Strong computer skills and familiarity with the Microsoft suite of products, including PowerPoint and Excel
- Effective in presenting and selling the company
- Proven experienced in selling and marketing in the higher education marketplace
- Experience with multiple delivery methods, including Design-Bid-Build, Design Build, and CM at risk
- Experienced in writing contracts with clients and consultants; familiarity with State of Ohio, AIA and DBIA contracts preferred
- Experience with MicroStation and/or AutoCAD a plus
- Experience with 2011-2012 Revit and 2011-2012 AutoCAD a plus

## **PERSONAL ATTRIBUTES:**

- Strong leadership capability
- Excellent communication skills
- Results oriented
- Capable of seeing past today to see future potential
- Ability to quickly focus on priorities
- Strong leadership skills
- “Roll up the sleeves and get it done” mentality
- Strong negotiation and problem solving skills
- Possesses strong facilitation and meeting skills
- Ability to establish rapport with clients, vendors, management and employees
- Ability to research and define multiple project scopes, schedules and budgets
- Capable of making sound decisions and recommendations based on the evaluation and synthesis of project information and data
- Flexible and adaptable
- High integrity
- Comfortable interfacing with all levels of the organization
- Creative and innovative
- High energy and outgoing personality

## **COMPENSATION PACKAGE:**

KZF is an Equal Opportunity Employer. Base salary for this role will be in the \$110K to \$125K range (depending on experience) and the potential for a performance bonus of 10 to 25 percent, with the following benefits:

- Life, disability, dental and health insurance
- 401-K plan with employer contribution
- 8 paid holidays
- Minimum of 2 weeks vacation
- Sick time policy with long term disability
- Relocation package available

## **CONTACT INFORMATION:**

If you are qualified and interested in being considered as a candidate for this opportunity, please submit your resume (in WORD format), along with your most recent compensation information to [Resumes@Ryansc.net](mailto:Resumes@Ryansc.net). Please place **Division Manager** in the Subject line of the message.