JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE:** | Vice President, Design | **DATE:** | 1/2020 |
| **REPORTS TO:** | Chief Revenue Officer | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Design | **MGT/SPVR:** | Yes |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY

PIVOT INTERIORS**

Our Sales and Marketing organization includes a strategic team of big thinkers and creatives who truly work interdependently. Whether growing our leading-edge design services, supporting our digital initiatives or building exciting showroom engagements, we are constantly finding ways to underscore our promise to partner with our clients to make inspiring spaces that unlock their people’s greatest potential. The pace is fast, the learning is constant…but as part of a team this driven, the possibilities are endless.

**Your Role At Pivot**

As the Vice President of Design, you will be responsible for growing our team and leading a dynamic group of professional designers. You will develop the strategy and demonstrate expertise in all aspects of project design and delivery. You will refine a design point of view, develop the teams’ capabilities and position our services to acquire new clients and maintain existing accounts. This role is for an innovative problem solver who loves to push new ideas and is passionate about design.

**What You Will Do**

You will be responsible for the overall management of the design team across various business units including staff, business and financial operations. As the leader you will be responsible for the overall development and engagement of the team and manage all personnel related matters.

You will manage various projects and internal initiatives and you will be actively engaged with our clients and help maintain positive and lasting relationships.

**In Addition, You Will**

* Lead multiple projects and motivate multiple teams.
* Build relationship with cross-functional partners across the organization at the VP level and above level.
* Collaborate at a leadership level with clients, consultants, partners and influencers.
* Demonstrate Pivot values of Respect, Integrity, Teamwork, Initiative and Curiosity in all aspects of work.

**We’re Excited About You If You Have**

* A licensed architect or certified Interior Designer with proven leadership skills
* A minimum of 15 years of experience in the architecture and design field with a focus on workplace/corporate interiors
* Significant project experience in combination of mixed use/office, high rise residential and hospitality
* Ability to travel to other Pivot offices or client project locations if needed
* Excellent references and personal portfolio of work.
* One or more professional certifications desired (NCIDQ, CID, LEED AP, WELL AP, EDAC, 6 Sigma, PMI, etc). Prior experience with system furniture products a plus.

**Knowledge/Skills/Abilities**

* Requires the ability to be an outgoing leader who leads by example as well as experience.
* Solid organizational skills, detail-oriented; time management skills, ability to juggle priorities.
* Strong relationship-building skills; ability to collaborate and work with a variety of people in various disciplines. High degree of empathy with the ability to understand issues from the perspective of others.
* Ability to juggle between multiple projects and think critically and creatively in a fast paced, collaborative and deadline driven environment
* Strong presentation skills and strong communication skills, both written and verbal.
* Strong critical-thinking and problem-solving skills.
* Strong leadership, negotiation and consensus-building skills.
* Complex reading and writing skills, and basic math skills

**CERTIFICATES, LICENSES, REGISTRATIONS**

Proof of valid California state driver’s license, and proof of insurance of an operable vehicle required.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; concentrate intensely; talk and hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel, and operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds with assistance and/or equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock if working at client site. The noise level in the work environment is usually moderate.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.