



## Mid to Senior Level Project Manager

Position Report to: Studio Director  
Start Date: Immediate

### **Our Organization**

Exit Design is an environmental graphic design and planning firm that designs connections between people, information and environments. Based in Northern Liberties, Philadelphia, Exit helps organizations all over the country advance their missions by creating communication in the built environment that facilitates ease of navigation and promotes place-based branding. With a deep understanding of how people experience places, our creative multidisciplinary team is passionate for strategically creating transformative experiences. For more information about Exit Design, please [click here](#).

### **The Opportunity**

As a member of the project management team at Exit Design, the Project Manager is responsible for leading the business on key projects and client accounts as well as keeping our project management team running smoothly. We're looking for someone who inspires trust and confidence with our clients, is detail-oriented, and is a clear communicator. This person should have experience in project or account management and should feel comfortable as a strategic leader in our studio. The ideal candidate feels confident in proactively managing the creative process, ensuring our team is on schedule and within budget. Knowledge of the design and construction process is a plus. This full-time, hybrid position requires the candidate to work out of our Philadelphia office, with some travel to project sites.

### **What You Will Accomplish**

- Provide short and long-term planning, workflow management, development of best practices and team mentorship
- Management of projects and accounts by leading budgets and schedules, providing strategic foresight and direction, anticipating next steps and instilling confidence
- Maintain and grow the depth and quality of ongoing client relationships while identifying new business opportunities
- Oversee production of project deliverables that exceed client expectations

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- Serve as the primary client contact, lead client reviews and work sessions
- Collaborate, interface, and manage project stakeholders, partners, sub-consultants, freelancers, and vendors
- Manage long-range staff and deliverable planning
- Oversee monthly billing, projections and collections

### Who Should Apply

- You have a minimum of 5-7 years of relevant work experience
- You understand the architecture, construction, and/or design and creative services industries
- You are a strategic thinker, with the ability to create short-term plans to accomplish long-term goals
- You have experience leading meetings and presentations, and fostering positive client relationships
- You have a strong work ethic with the ability to proactively manage the creative process
- You thrive in managing multiple projects, tight deadlines, and budgets
- You feel comfortable growing existing business and actively seek opportunities for new business
- You have excellent written and verbal communication skills
- You develop relationships and earn the trust of clients, partners, and colleagues
- You have excellent organizational skills and attention to detail and get excited for the opportunity to build better systems as we grow and evolve
- You are proficient in Google Suite, Microsoft Office, and project management tools like Monday.com or Asana. Knowledge of Adobe Creative Suite programs a plus.

### Salary Range

Mid-Level: \$50,000–\$80,000

Senior Level: \$80,000-\$110,000

*Exact compensation may vary based on skills and experience.*

### To Apply

We'd love to hear about your passion and share ours with you!

Please apply at <https://www.surveymonkey.com/r/ExitSnrPM>.

If you have any questions, reach out to [hr@exploreexit.com](mailto:hr@exploreexit.com).