

**What We Are Looking For:**

We are looking for a Project Architect with 3+ years experience who can guide the team in innovative and practical design for our clients. We are a small company, but our portfolio is very diverse: new construction on residences, animal shelters, office buildings, and banks are just some of the projects that we are currently creating for our clients. In a small, downtown location, we are very collaborative in nature in an open-concept office space. We are looking for a leader who can take projects from initial contact through design development to project completion and provide a solid leadership to the entire team throughout the process.

**Who We Are:**

Grinsfelder Associates Architects, Inc. is committed to providing the highest level of professionalism and excellence to our community. We excel in independent design, space planning, building design, and problem solving in collaboration with contractors, engineers, and others required for a quality outcome for our clients. We are community oriented with staff participation in several community organizations as well as in the architectural community in Fort Wayne.

**What we ask of you:**

We are looking for a registered architect with several years of experience. A Bachelor of Architecture is required as well as Indiana licensure. We need someone who has knowledge of current federal, state, and local building codes and regulations. We use Microsoft Office 365 and use Vectorworks as our primary design tool. The position requires the ability to manage multiple projects at the same time and to be able to coordinate with other staff members so that they can also produce a quality building. This position requires client contact and coordination to assure that they, too, are a critical part of the creative process, so strong communication skills is a must.

**What we offer you:**

We believe that there is a life outside of work. We maintain a regular workweek of 40 hours, but we also recognize that there may be instances where additional time is necessary. We provide health coverage (premiums partially funded), paid dental and vision plans, SIMPLE plan matching retirement plan, and paid time off. We also encourage community participation on local boards as well as participation in local AIA chapter activities. Membership fees in AIA and renewal of Indiana license is paid for you.

**How can we move forward?**

If you think you would be a good fit for a small architectural firm in downtown Fort Wayne, Indiana, the application process is very simple. Please forward your resume, including a cover letter outlining your expectations and experience, to [cindywelling@grinsfelderarchitects.com](mailto:cindywelling@grinsfelderarchitects.com). If selected, we will contact you for an initial interview to move the process forward.

Thank you for your interest in Grinsfelder Associates Architects, Inc., and we look forward to hearing from you.