



**National Trust *for*
Historic Preservation**

Save the past. Enrich the future.

JOB ANNOUNCEMENT

Director of Preservation Architecture (Graham Gund Architect)

National Trust for Historic Preservation
Washington, DC

JOB SUMMARY

The Graham Gund Architect serves as the Director of Preservation Architecture in the Historic Sites Department, a senior project manager role with broad oversight responsibilities focused on the preservation of the architecture and landscapes of the 28 National Trust Historic Sites, most of which are National Historic Landmarks and are located across the nation. The architecture and landscapes of National Trust Historic Sites are essential artifacts to the individual stories of each place connecting the past to our daily lives. The 21 sites in the portfolio that are owned by the National Trust are to be preserved in perpetuity by the organization. The entire portfolio also represents the preservation movement over the last seventy years and how the best interpretations are tied to immersive experiential places. The Architect oversees the timely, practical, and appropriate delivery of technical services to ensure their maintenance, conservation, rehabilitation, and overall preservation.

The architect works as part of the Historic Sites Department, a collaborative team based at the National Trust headquarters in Washington, D.C. The Sites Department, in partnership with our colleagues in the field – particularly the Site Directors and the other Site staff- works to ensure excellence in stewardship of its historic sites. The Architect will collaboratively provide and support the conservation and preservation of more than 400 roofed structures and 4000 acres of land at those sites. The candidate must be familiar with supportive best practices in the field of preservation architecture, preservation project management, sustainable design practices, procurement of traditional building materials, suppliers and craftspeople, documentation and interpretation of culturally diverse sites that span over 200 years of American History. The candidate will use a variety of delivery systems to accomplish work and associated contracting at the sites appropriate to the project and available financial resources, including design/build, the use of owner’s representatives, and other tailored project management models.

DUTIES

- Provide architectural oversight regarding the maintenance, conservation, disaster recovery and capital improvements of the National Trust’s 28 Historic Sites, ensuring best practices that work hand-in-hand with the sites operational and financial realities. In this role, the Graham Gund Architect will be licensed and acts as the Architect of Record for projects as appropriate.
- In cooperation with leadership at individual sites and other colleagues, identify, select, and coordinate appropriate architects/architectural firms, engineers/engineering firms, contractors/contracting firms and other preservation professionals across the nation to work on projects at the Trust’s historic sites.

- In cooperation with leadership at individual sites and other colleagues, identify, select and coordinate appropriate management of Project Managers, Owner's Representatives, and other similar positions as applicable for work on specific projects at their sites.
- Act as the manager to work with colleagues to facilitate, review and approve grant applications for preservation projects from the Historic Sites Fund (HSF), the Marge and Joe Grills Historic Landscape Fund and the Climate Action Fund.
- Engage with colleagues to advance the work of telling the full history of National Trust Historic Sites through creative, inclusive, and truthful operations and programming. Participate in various internal working groups related to using preservation as a tool for equity and justice.
- Collaborate with the Vice President for Historic Sites and other colleagues to develop fundraising materials and participate in donor requests and cultivation.
- Collaborate with the Vice President for Historic Sites and other colleagues to develop and implement new models for historic sites operations, engagement, and revenue generation, including partnerships with compatible commercial partners.
- Serve as a member of the National Trust's Collections Committee and the Easements Committee.
- Work with the Stewardship Priority management matrix to ensure that all sites are on course to address cyclical maintenance and capital projects to prevent deferred maintenance and addressing life safety, loss of historic fabric, infrastructure updates and climate action in an expeditious and successful manner.
- Assist colleagues in the Preservation Services and Outreach department with architectural technical assistance with grant reviews, capital project teams and preservation construction issues.
- Provide mentorship and management of the architectural and engineering interns through the Rober Silman Preservation Engineering Fellowship program and ICOMOS international exchange program.
- Provide information necessary for fundraising for capital projects.
- Speak/write about the field of historic preservation on behalf of the National Trust.

QUALIFICATIONS

- Licensed/registered architect with minimum 8 years experience in the field of historic preservation architecture as related to American structures that span a variety of styles, high and low, ages and significance. Membership at the American Institute of Architects encouraged as well as engagement with other preservation partners.
- Demonstrated ability to work as part of a team with an emphasis on flexibility, positive communication and conflict resolution.
- Demonstrated commitment to engaging diverse colleagues and vendors for conservation and preservation work.
- Demonstrated architectural project management ability and leadership.
- Familiarity of regulatory building codes, zoning and controls related to historic buildings.

- Advanced analytical and problem solving skills, including issue identification and prioritization.
- Advanced project-management, team-management and client-management skills. Ability to achieve results with limited supervision.
- Experience supervising professional staff, as well as successfully managing key internal and external stakeholders and relationships.
- Effective presentation skills. Excellent writing, spelling, grammar, and proofreading skills, as well as strong verbal communication and customer service skills.
- Strong organizational skills. Excellent attention to detail.
- Experience successfully managing key stakeholders and relationships. Proven ability to collaborate across departments to implement processes and achieve results. Track record of building and maintaining productive relationships with multiple stakeholders.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion. Ability to adapt and be flexible in a dynamic work environment required, including working effectively with frequent interruptions and handling changing and/or unscheduled tasks with accuracy. Public contact and ability to work successfully in close proximity to others required.
- Entrepreneurial spirit and skill set a plus.
- Proven ability to continually develop skills related to use of rapidly changing technology and communications best practices.
- Advanced knowledge of Microsoft Word and Excel required. Familiarity with other software, including databases, a plus.
- Regular and reliable attendance is required.
- Ability to travel frequently.

PAY & BENEFITS

This is a full-time, exempt level position, eligible for full benefits, including health, dental and life insurance, retirement benefits, and 3+ weeks of vacation, plus sick time and holidays.

While this and most positions at our headquarters office are currently working remotely, staff will likely begin working in-office again starting in September.

Hiring Range: \$115,000-130,000 per year

TO APPLY

Please submit resume and cover letter via our application portal at <https://nthp.clearcompany.com/careers/jobs/037cfode-f320-47e7-28d5-3fd7e28c5b25/apply?source=1647750-CS-1343>