



INSITE CONSULTING ARCHITECTS

MADISON | WASHINGTON DC | KENOSHA | ST. LOUIS

Preservation Architect and Director | Position Profile and Call for Applications

POSITION DESCRIPTION

InSite Consulting Architects seeks a Preservation Architect + Director to lead and grow the firm's Washington, DC office, serving as both a technical authority in large-scale historic preservation and a strategic business development leader with deep federal-sector experience. This individual will manage and oversee complex federal, state, District, institutional, and cultural preservation projects—from studies and planning through construction administration—while navigating multi-agency federal approval processes and expanding the firm's presence among federal owners, cultural institutions, and public-sector clients in the Washington, DC region.

The Preservation Architect + Director role requires a professional who brings demonstrated success working with federal and local governmental agencies as well as other institutional clients and is equally adept at project leadership, regulatory navigation, client development, and staff mentorship.

InSite Consulting Architects

Founded in 2000, InSite Consulting Architects (ICA) is a growing, dynamic, and creative architecture firm headquartered in Madison, WI, with offices in Washington, DC, Chicago, IL, and St. Louis, MO. This award-winning firm specializes in work within the existing built environment, focusing on adaptive reuse, historic preservation, and forensic analysis of buildings that include interior renovations and new construction projects. ICA also has expertise in building design, enclosure technologies, institutional facilities management, and construction/contract management. Team members collaborate from project inception through design development and construction completion.

ICA is a federally-certified small business with a passion for humane and sustainable design. As a company with an inclusive and family-friendly organizational culture, we prioritize our employees' physical and mental well-being and offer a meaningful professional work experience and benefits package including paid vacation/sick leave, holidays, a company-matched qualified retirement plan, and more.

At ICA, impactful design results from our people and passions. Our approach to work is through hands-on evaluations, in-depth field work, and detailed design work. We are committed to our inclusive culture and diversity where we encourage originality. We respect the need for a flexible work environment and empower your desired career growth. At ICA, you will find a collaborative work environment with a wide variety of project types and project scopes ranging from \$10k studies through \$100M+ comprehensive facility modernizations. We offer challenge, recognition, and growth opportunities to fuel career growth.

POSITION OVERVIEW

Office Leadership and Strategy

- Serve as Director of the Washington, DC office with responsibility for strategic growth in federal and institutional markets.
- Act as senior firm representative to federal agencies, review bodies, and institutional clients.
- Collaborate with firm leadership on long-term positioning within the federal preservation sector.

Project Leadership and Technical Oversight

- Lead and oversee historic preservation projects, including:
 - Historic Structure Reports (HSRs)
 - Conditions assessments and compliance documentation
 - Master planning and feasibility studies
 - Restoration, rehabilitation, and adaptive reuse design
 - Construction administration under federal delivery frameworks
- Serve as Project Manager/Director for complex federal and institutional projects.
- Address compliance with:
 - Secretary of the Interior's Standards
 - Federal preservation laws and regulations
 - Agency-specific design and review requirements

Client Management

- Serve as a primary client point-of-contact.
- Guide teams and clients through complex reviews, approval, and coordination processes.
- Understand and navigate contracting environments, delivery methods, and stakeholder structures.

Federal, District, and Interagency Approvals

- Lead and coordinate multi-layered approval processes.
- Strategically manage overlapping federal and District requirements, particularly within the monumental core.

Business Development for Federal and Public Sectors

- Maintain and expand relationships with federal agencies, cultural institutions, and public-sector clients.
- Lead or support federal pursuits, including RFQs, RFPs, interviews, and teaming strategies.
- Leverage existing agency relationships to identify repeat and on call opportunities.
- Represent the firm at federal industry days, conferences, and professional forums.

Staff Mentorship and Team Development

- Mentor staff in preservation project delivery, documentation standards, and agency coordination.
- Develop internal capacity for federal and institutional work.
- Support professional development, licensure, and leadership growth within the DC office.

MUST-HAVES TO APPLY

Demonstrated Professional Experience

- 10+ years in historic preservation architecture
- Leading federal historic preservation projects, from studies through construction administration
- Serving as Senior Project Manager, Contract Director, or Client Manager for federal or institutional clients
- Managing multi-agency, high-visibility projects in complex regulatory environments

Federal & Regulatory Expertise

- Experience working with these or similar federal agencies is desired:
 - Smithsonian Institution
 - U.S. Department of State – Bureau of Overseas Buildings Operations (OBO)
 - General Services Administration (GSA)
 - U.S. Army Corps of Engineers (USACE)
 - National Park Service (NPS)
 - Architect of the Capitol (AOC)
 - U.S. Navy / Naval Facilities Engineering Systems Command (NAVFAC)
- Experience navigating these or similar processes is desired:
 - Section 106 consultation
 - DC Historic Preservation Office (DC HPO)
 - National Capital Planning Commission (NCPC)
 - Commission of Fine Arts (CFA)
 - Agency-specific review boards and committees

Business Development

- Proven success pursuing and securing federal and public-sector work in the Washington, DC / DMV region.
- Established relationships with federal owners, contracting entities, and institutional clients.
- Experience supporting or leading RFQ/RFP responses and interviews.

Licensure and Credentials

- Professional degree in Architecture
- Licensed Architect (District of Columbia desired; multi-jurisdictional preferred)
- Meet or exceed Secretary of the Interior's Professional Qualification Standards

ADDITIONAL SKILLS THAT WILL HELP YOU STAND OUT

- Ability to collaborate and communicate effectively with team members, clients, and contractors.
- Passion for humane and sustainable design
- Meticulous attention to detail and organizational skills
- Ability to work on concurrent deadlines in a fast-paced environment without compromising quality.
- Proficiency in AutoCAD and/or REVIT, and Microsoft Office Suite
- Strong technical expertise related to design and construction.
- Knowledge of preservation techniques and policies
- Knowledge of historic construction techniques and styles
- Knowledge of material repair and restoration techniques
- Creative teaching and mentoring abilities and experience

Position Type/Expected Hours of Work:

- Consideration will be given to remote or hybrid fulfillment of the duties of this position.
- This is a full-time exempt position (average: 2,080 hours per year) in accordance with employment laws within the District of Columbia.
- Work hours and days generally are Monday through Friday.
- Evening or weekend work to participate in meetings may be required periodically.
- Travel expenditures are covered or reimbursed through ICA policy.
- As noted previously, ICA has a generous benefits package for all employees.
- Future ownership potential within the firm will be considered for the successful candidate.

Recruiting Compensation Range:

Base salary is commensurate with education/experience and knowledge/skills/abilities with an additional benefits package; a range of \$160,000 to \$200,000 is anticipated. An annual review process, tied to compensation, will be performed.

Affirmative Action:

InSite Consulting Architects is an Equal Employment Opportunity/Affirmative Action Employer. ICA provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

Other:

Short-listed candidates must be willing to undergo a background check including legal, educational, employment records, etc. This position description does not cover or contain a comprehensive list of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

InSite Consulting Architects has engaged an organizational management consultancy, The Three Aspens, Ltd., to assist with this leadership search. Inquiries, nominations, and applications should be directed (confidentially) to Helene Combs Dreiling, FAIA via e-mail at helene@theplumstudio.com. No phone calls, please. All candidates will be notified via e-mail as to the status of their application.

To be considered, applicants must submit a customized letter of interest and resume or curriculum vitae (detailing measurable success in the key qualifications for the position) to Ms. Dreiling at helene@theplumstudio.com by 5:00 pm EDT on March 31, 2026.