

Senior Program Director - Aviation Standards

Location: Onsite, Washington, DC

RTCA, Inc. is a not-for-profit organization that has been at the forefront of aviation standards development since 1935. We collaborate with industry leaders, government organizations, and global stakeholders to develop consensus-based performance standards and guidance materials that enhance aviation safety, security, and efficiency.

We are seeking a highly skilled **Senior Program Director** to join our dynamic team in Washington, DC. Reporting to the Senior Director of Standards and Technologies, the Senior Program Director will play a critical role in supporting RTCA members and delivering high-quality technical performance standards for the aviation industry. If you are passionate about aviation, standards development, and working in a collaborative environment, this is the perfect opportunity for you!

Key Responsibilities:

- Lead the efforts of 6-8 assigned Special Committees, ensuring all activities adhere to RTCA guidelines.
- Coordinate and manage both hybrid and in-person meetings for RTCA Special Committees across North America and Europe.
- Support the creation of new Special Committees and the development of technical products that meet the evolving needs of RTCA members.
- Serve as a liaison and information focal point for RTCA members regarding Special Committee activities.
- Represent RTCA at industry conferences, forums, and workshops through presentations and active participation.
- Attend ICAO panels and working group meetings, presenting updates on RTCA's initiatives.
- Work closely with RTCA's membership and communications teams to drive growth and support webinars, summits, and other digital media initiatives.
- Travel domestically and internationally up to 30% of the time.

Qualifications:

- Bachelor's Degree in Aviation or a related field.
- 10+ years of experience in the aviation industry, with a background in one or more of the following areas:
 - Standards Development
 - Aviation Operations

- Engineering Design, Development, or Production for Aviation
- International Aviation Regulations
- Strong proficiency in Microsoft Office 365, especially Word and PowerPoint.
- Excellent written and verbal communication skills.
- Experience in managing complex projects and leading cross-functional teams.

Work Environment:

- RTCA, Inc.'s office is located in Washington, DC. This position allows for up to 3 days per week of remote work, when not attending in-person meetings or RTCA Special Committees.
- General hours for this position are 8:00 am to 4:30 pm, Monday through Friday.
- Hours may vary based on RTCA Special Committee and Program Management Committee meetings, in person or via hybrid connection, at other locations in North America or Europe.
- Travel required up to 30% of work hours, including domestic and international trips.

Compensation and Benefits:

- The expected pay range for this role is \$160,000 - \$180,000 per year and will be commensurate with factors such as relevant experience, skills, and qualifications.
- Comprehensive benefits package including medical, dental, and vision with generous employer subsidy. Disability and life insurance benefits are provided at no cost to the employee.
- 401(k) retirement plan with employer matching
- Up to \$150/month towards transportation costs
- Annual incentive bonus program
- Paid time off and holidays including the week between Christmas Day and New Year's Day
- Professional development and continuing education reimbursement

RTCA, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, sexual orientation, gender identity, or national origin. Nothing in this job posting should be construed as an offer or guarantee of employment.

Please note that visa sponsorship is not available for this position.

If you're passionate about making a significant impact in the aviation industry and looking for an opportunity to work with a team of experts, **apply today!**