



Senior Program Director

Come make a difference in the aviation industry by helping to safely advance the technologies that improve the safety and efficiency of the airspace!

RTCA's consensus based technical products are the foundation for maintaining and improving safety in aviation by creating requirements and test procedures which define functional performance and address incorporation of new and emerging technologies into aviation design. RTCA Special Committees (SCs), composed of individuals representing RTCA Member organizations, produce robust, comprehensive performance-based standards for use by the Federal Aviation Administration (FAA) and Air Navigation Service Providers (ANSPs) all over the world. To facilitate the work of our technical experts, an RTCA Program Director (PD) guides the committee through our transparent process whereby technical products which reflect the consensus of the SC membership are created or updated. RTCA Program Directors work closely together to coordinate the technical work across all of the SCs to ensure the highest quality technical products are produced and meet the needs of the aviation community.

RTCA is seeking an individual with strong project management credentials and aviation industry experience along with a zest for making a tangible, positive impact on the aviation sector, as the industry looks towards the integration of emerging and legacy users into the National Airspace System (NAS). An ideal background for the role could include: standards development, engineering, air traffic management, aviation operations, air traffic control, research and development, regulatory, or other leadership roles. If you are passionate about aviation and the safety of our NAS, we encourage you to tell us about yourself and your desire to join Team RTCA.

SPECIFIC DUTIES:

- Ensure assigned RTCA Special Committees progress toward completion of the tasks defined in the Terms of References, which may include: attending plenary meetings, monitoring or attending working group meetings, ensuring all voices are heard as the members progress toward completion of standards, and identifying and resolving issues in cooperation with the RTCA Team
- Coordinate meeting dates, locations and times, scheduling, teleconferencing and related logistics
- Facilitate the creation and publication of meeting agendas and post-meeting summaries in accordance with established policies
- Understand and be able to use the internal tools used by RTCA to conduct committee meetings
- Provide timely responses to RTCA team members and industry inquiries regarding SC status and activities
- Support RTCA events relates to standards development
- Other duties that may be assigned

MISSION, VALUE AND EXPECTATIONS:

- Support and uphold the mission, vision and values of RTCA
- Provide responsive and prompt service to RTCA members and partner organizations
- Respect and safeguard the confidentiality of information, particularly information exchanged in non-plenary forums
- Demonstrate respect, integrity and courtesy during all RTCA-related interactions
- Perform assigned duties in accordance with RTCA policies and procedures
- Learn more about RTCA: <https://www.rtca.org>



BASIC QUALIFICATIONS:

- Bachelor's Degree or equivalent in a field related to aviation design and development, aviation management, or operations. Other technical majors will be considered.
- 7-10+ years progressive experience in the aviation industry
- Program/project management experience
- Customer relations management experience
- Strong multitasking and organizational skills
- Excellent oral and written communications skills
- Problem solving experience among organizations with conflicting goals
- Proficient in Microsoft Office applications (Excel, PowerPoint, Word, and Outlook)

PREFERRED QUALIFICATIONS:

- Master's degree
- Engagement in an RTCA Special Committee

LOCATION:

The majority of the work to be performed will take place at RTCA's offices in Washington, D.C. It is estimated that the position will require a 25% commitment to travel, both domestic and international

JOB TYPE: Full-time

APPLY:

Please send your resume and a cover letter for the role of Program Director at RTCA to Rebecca Morrison, Senior Director Standards and Technology at PDcandidate@rtca.org.

RTCA is a private, not-for-profit association founded in 1935 as the Radio Technical Commission for Aeronautics, now referred to simply as "RTCA". RTCA leads committees comprised of 500+ member organizations which work on the creation and implementation of integrated performance standards that meet the changing global aviation environment and ensure the safety, security, and overall health of the aviation ecosystem. RTCA offers training courses on standards documents and in Safety Management Systems and Human Factors. RTCA produces webinars and other resources such as white papers to address pressing needs in the aviation industry.