JOB OPPORTUNITY ANNOUNCEMENT

JOB #: 26-11 **DATE: 11/05/2026**
TITLE: Director, Electronic Data Standards **GRADE: EXEMPT**
DIVISION/DEPARTMENT: e-Business
REPORTS TO: Senior Managing Director, e-Business

DUTIES & RESPONSIBILITIES:

- Serve as staff liaison to several ATA e-Business Program working groups to develop and maintain information exchange standards supporting engineering, maintenance and supply chain for the global commercial aviation industry.
- Facilitate the consensus-based change process for the development and improvement of data exchange standards.
- Oversee working group documents, calendars, action items, deliverables, timelines and milestones.
- Manage and track change requests to help ensure the relevance of the standards.
- Schedule, organize and conduct face-to-face and web-based meetings.
- Develop meeting agendas, meeting summaries and detailed project plans.
- Lead the revision process and serve as editor/author/production manager for several ATA e-Business Program specifications with a focus on the Spec 2000 series, Spec 2500, World Airlines and Suppliers Guide.
- Assist in managing the content and ongoing operation of several websites that support the ATA e-Business Program.
- Maintain and assist in the support of key databases used for A4A e-Business operations, including:
    - Common Support Data Dictionary (CSDD)
    - ATA Aviation Marketplace
- Assist in promoting industry standards by helping organize industry forums, speaking at industry conferences, creating pamphlets/flyers, etc.

SKILLS/REQUIREMENTS

- A college degree and/or relevant aviation industry standards experience is required.
- Strong verbal and written communication skills.
- Strong project management skills.
- Diplomatic with strong group facilitation skills.
- Ability to handle multiple tasks/topics/stakeholders with a strong customer-service ethic.
- Work well in teams and independently; possess sound judgment, reliability, and self-motivation.
- Self-starter, willing to learn, able to follow guidelines/instructions and ask for help when needed.
- Ability to frame, execute, and distill relevant data effectively and visually appealing manner.
- Detail-oriented and organized with strong planning skills to set priorities and meet deadlines.
- Action-oriented mentality, strong work ethic, assertive, positive attitude and ownership of assigned tasks.
- Some understanding of database design and modeling.
- Proficiency in the following applications:
    - Microsoft Word, Excel, PowerPoint
    - XML (primarily XML Schema design using XML Spy)
    - Adobe Acrobat
    - General understanding of relational databases
- Prefer experience / familiarity in some areas of aviation aftermarket areas such as:
    - Supply Chain
    - Maintenance / Maintenance Planning
    - MRO

- Technical Operations
- Aviation MRO Software

WORK ENVIRONMENT:
If approved by the department supervisor, A4A employees have the option to work from home on Fridays. With supervisor approval, there may be flexibility to adjust this schedule based on work requirements and the demands of the position.

SALARY INFORMATION:
The annual salary range for this position is $130,000 to $160,000. Typically, new hires are brought into the organization at a salary between the minimum and midpoint for the role, depending on experience, qualifications and internal equity.

COMPETITIVE BENEFITS:
Choice of medical plans plus free life, dental, and vision coverage. 401(k) with matching contributions, airline travel privileges, a tuition reimbursement plan and 12 weeks of fully paid parental leave.

HOW TO APPLY:
Interested applicants should send a cover letter, resume and salary requirements to hr@airlines.org, attention JOA# 26-11.

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