Database and Records Manager
National Aviation Heritage Alliance (NAHA)

Salary: $52,502
Location: Hybrid model with office in Dayton, Ohio
Benefits: Healthcare reimbursement, PTO, flexible work schedule, and professional development opportunities
Reports to: Executive Director
Classification: Exempt
Status: Full-time

About the National Aviation Heritage Area:
The National Aviation Heritage Area is guided by the National Aviation Heritage Alliance, a private, not for profit corporation designated by Congress as the management entity of the heritage area. The organization seeks to preserve and develop the historic, cultural, and recreational resources of the National Aviation Heritage Area and promote aviation heritage and the future of aerospace. The National Aviation Heritage Area encompasses an eight-county area in Ohio (Montgomery, Greene, Miami, Clark, Warren, Champaign, Shelby, and Auglaize counties.)

About the Position:
The Database and Records Manager is responsible for the planning and implementation of records management systems for the National Aviation Heritage Alliance. Ideally, the candidate will be comfortable working both independently and collaboratively within a small team. Job duties include:

- Plan and implement an overall records management strategy. This means researching, selecting, and implementing systems for partners, grants, projects, media, etc.
- Create and maintain electronic records management systems for a variety of office functions.
- Create and records retention plan and implement the plan.
- Reporting and analysis on database records.
- Train staff in records management systems.
- Organize, process, and digitize historical records.
- Compile and maintain the administrative history of the organization.
- Support marketing and communication strategies with writing and content creation.
- Ensure the security of physical and digital records.
- Ensure compliance with relevant laws and regulations governing record-keeping.
- Other duties as assigned.

Physical Demands and Work Environment:
- The Alliance maintains a small staff requiring a collaborative mindset and ability to work independently.
- The work is generally sedentary and performed in a hybrid office environment, although travel to field locations involves a considerable amount of walking, climbing and other forms of physical exertion.
- This position requires infrequent, but occasional weekend or evening work.
- This position requires a driver's license and the ability to travel using multiple modes, as needed.

Knowledge/Experience Qualifications:
- **Preferred:** master's degree from an accredited college or university in Public History, Archival Science, Historical Administration, Library Science, Library Information Science, or related field.
- A bachelor's degree in records management, information science, library science, business administration, or a related field.
- Significant experience or education with records management systems for organizational records.
- Commitment to maintaining data integrity.
- Strong project planning and time management skills.
- Familiarity with computer databases and software systems
- Familiarity with Microsoft Office.
- Ability to work in close cooperation with the executive director.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- As a federal grant recipient, NAHA requires a COVID-19 vaccination for employment.

All inquiries including resumes and cover letters to mdw@aviationheritagearea.org. The National Aviation Heritage Alliance is an equal-opportunity employer and welcomes all applicants. Military spouses or partners, and those transitioning out of military service are encouraged to apply.