Job Description

Position Posting – Professional Development Manager
American Association for State and Local History
Full-time Exempt Position
Salary Range: $50,000-52,000

General Responsibilities:
The Professional Development Manager is the lead staff person for professional development programs at AASLH. They conduct long range planning for the Professional Development program with the Senior Manager, Professional Development, work closely with the Professional Development Coordinator, and develop and manage professional development and continuing education opportunities for history professionals. The Professional Development Manager also manages select AASLH volunteers and affinity communities. This position can be fully remote.

Specific Duties and Responsibilities:
Manage the Professional Development program:

- Design and manage professional development programs for adult learners, including 15-30 webinars a year, 10-12 online courses, and 5-8 virtual and onsite workshops
- Provide support for annual multi-day virtual conference with 1,000+ attendees, including communicating with stakeholders, managing the event platform, and providing technical support
- Work with Senior Manager, Professional Development to maintain the Standards and Excellence Program for History Organization (STEPS), particularly with connecting it to all Professional Development offerings.
- Support the Arcus Leadership programs
- Develop annual program calendar for the Professional Development program.
- Maintain dashboard of professional development data
- Recruit, train, and coordinate contract staff, volunteers, and subject matter experts for program delivery
- Prepare instructor materials and learner materials for professional development programs
- Facilitate real time program delivery, including workshops and webinars
- Ensure connectivity across AASLH programs by coordinating with Program and Publications Manager about Technical Leaflets, Books, and History News, and with Senior Manager of Strategic Initiatives about other projects.
- Manage required third-party software that supports Professional Development projects (Zoom, Elevate, etc.).
- Work with Senior Manager, Professional Development to ensure that budgetary goals are met. Work may include developing and tracking budget numbers for professional development offerings.
- Support/facilitate the development of new partnerships with state agencies and community-based organizations, as well as national organizations, to develop shared programming
- Manage volunteer committees and department interns
• Analyze participant data and feedback, and incorporate it into the Professional Development department’s strategic planning

Support Marketing and Development of Professional Development program
• Set program prices for professional development program budget.
• Cultivate professional relationships with organizations at the local, state, and national level to secure support of AASLH programs including, but not limited to, attending meeting of AASLH’s Field Services Alliance.
• Coordinate Professional Development marketing via AASLH channels with Senior Manager, Marketing and Membership, including weekly newsletter blurbs, regional emails, social media, etc.
• Answer email and telephone inquiries about professional development.

Manage Online Strategy for Professional Development:
• Implement best practices in online learning, including accessibility, and keep learning technology up to date.
• Manage technology that supports Professional Development programs including the organization’s learning management system (Elevate) and Zoom

Manage Volunteers and Interns:
• Schedule conference calls and other correspondence, setting meeting agendas with committee chairs, managing their online forum, promoting committee work through blogs posts and other means, and keeping committee projects moving forward and on schedule.
• Oversee work of professional development intern(s).

Additional Duties:
• Promote membership in the Association.
• Represent AASLH at professional conferences, community events, and meetings.

Required Qualifications:
• Background in history, museum studies, education, social sciences, or related field
• Excellent written and oral communication skills
• Excellent organizational and project management skills
• Experience in events and/or programs management
• Experience facilitating professional development and training for adult learners
• Experience managing volunteers
• Working knowledge of Microsoft Office Suite (Word, Excel, and PowerPoint), Zoom, WordPress, Basic HTML, Canva
• A “no fear” technical mentality

Preferred Knowledge/Skills/Abilities:
• Experience working for a nonprofit, preferably a membership association or history-related institution
• Understanding of and enthusiasm for history organizations and their mission
• Knowledge of current research and best practices in adult education
• Knowledge of learning management systems
• Knowledge of any of the following: historical practices/methods, and professional skills or abilities related to adult education, archives, libraries, historic preservation, historical interpretation, historical education, museum exhibits/curation, fundraising, cultural tourism, historical consulting, archaeology, cultural resource management, oral history, community engagement, or related activities.
• Ability to establish and maintain effective working relationships with staff and volunteers from local, regional, and national history agencies and institutions
• Video editing/graphic design

Benefits:
A competitive benefits package includes medical, dental, and vision insurance, retirement plan, and paid leave.

To Apply:
Submit resume, cover letter, and list of three professional references in a single PDF to hawkins@aaslh.org. Review of applications will begin November 7 and continue until the position is filled. The anticipated start date is mid-December. Please note that successful candidate may have to pass a background check.

About AASLH:
The American Association for State and Local History, a 501(c)3 nonprofit organization, is a national membership association serving those who preserve and interpret history. AASLH provides leadership and resources to help the history community thrive and make the past more meaningful to all people. From its headquarters in Nashville, Tennessee, AASLH conducts research and advocacy efforts, publishes books, technical publications, and a magazine and maintains numerous affinity groups and committees serving a broad range of constituents across the historical community. The association also sponsors online professional development training, regional and national training workshops, and an annual meeting as well as an online conference. AASLH’s range of projects and national visibility has been increasing because the organization is growing, has taken a lead national role in planning for the nation’s 250th anniversary in 2026, and is conducting field-wide research that it is using to develop resources for the entire public history community. For more information, visit https://aaslh.org/.

At AASLH, we have five core values:

1. We believe inclusive history advances progress toward a more just society.
1. We build networks. AASLH connects history organizations and practitioners to each other.
2. We are curious. AASLH creates opportunities for thinking critically about questions and challenges facing the field.
3. We are enthusiastic, supportive collaborators. AASLH embraces opportunities to work with others.
4. We are not afraid of risks. AASLH aims to find the best solutions, even if they are unconventional.
AASLH is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, sexual orientation, among other things, or status as a qualified individual with disability.