

Job Description

Job Title: Manager of Research and Strategic Initiatives	Posting Date: October 14, 2026
Supervisor: Director of Research and Strategic Initiatives	FLSA Status: Exempt
Salary Range: \$52,000–\$56,000, commensurate with skills and experience	Target Start Date: February 1, 2026
Location: Remote	Application Deadline: November 17, 2026

The Manager of Research and Strategic Initiatives (RSI) furthers the work of AASLH’s RSI department through program development and implementation, project management, and support in administration, research, writing, and partnerships. Working closely with the Director of RSI, this position helps advance innovative research, advocacy, and strategic efforts that serve and strengthen the history field at the local, state, and national levels. This is full-time, exempt, remote position, with occasional travel expected.

Key Responsibilities

Program development, coordination, and implementation (~55%)

- With support from department leadership, design and implement RSI webinars, workshops, and other programs and products from conception through launch
- Provide project management and program development support for RSI initiatives, including coordinating logistics, researching potential partners and speakers, creating evaluation tools, and drafting internal planning documents and external communications
- Draft and manage agreements with speakers, advisors, vendors, partners, and others
- Draft and coordinate agendas, scheduling polls, and outreach for stakeholder convenings and engagement opportunities
- Coordinate workflows across departments, especially Professional Development (PD) and Marketing, to support program delivery and outreach
- In collaboration with the PD team:
 - Build and manage program content within AASLH’s learning management system and provide live technical support during RSI virtual programs
 - Work with partners and staff to develop post-event materials, including recordings, transcripts, surveys, and resource packages

Research and writing (~25%)

- Support advocacy, strategy, and partnership needs through targeted research assignments
- Prepare draft presentations, slideshows, and other content for internal or external departmental presentations
- Contribute to written content, including newsletters, blog posts, grant proposals, evaluation tools, practitioner resources, and more
- Monitor news media, publications, and other sources for developments related to advocacy, research, and public policy impacting the field

Administrative duties (~20%)

- Support internal project management and tracking systems, digital file organization, and departmental planning and reporting
- Process payments and track expenses and revenue; support annual budgeting processes
- Support logistics, contracting, and payments for the History Leadership Institute
- Provide planning, technical, and staffing support for in-person RSI convenings and the AASLH annual conference
- Participate in organization's membership engagement efforts
- Contribute to other projects and programs as assigned

Qualifications & Requirements

AASLH seeks a proactive, collaborative, creative, and highly organized professional who is excited to support the history field through strategic research, programs, and partnerships.

Required

- Background in history, public history, museum studies, humanities, social sciences, or a related field
- Familiarity with best practices in public history
- Experience developing, implementing, and supporting events, programs, resources, and other initiatives
- Excellent skills in written and verbal communication, strategic thinking, and research, analysis, and synthesis
- Strong organizational and project management skills, with the ability to juggle multiple priorities, stay apprised of details, and a proactive, problem-solving approach to challenges
- Working knowledge of Microsoft Office Suite, Zoom, and WordPress, with comfort learning and using new technologies

Preferred

- Bachelor's Degree in history, public history, museum studies, or similar area of study
- Understanding of and enthusiasm for history organizations and their missions, as well as an interest in public history and role of history in public discourse / civic life
- Ability to build and maintain relationships with colleagues and partners across local, regional, and national organizations

- Experience with field services, advocacy, grant writing, partnership development, and/or evaluation a plus

To apply for this position, please submit a cover letter, resume, and three professional references in a single PDF attachment to Bethany Hawkins at hawkins@aslh.org by **Tuesday, November 17, 2026**. The ideal candidate's cover letter should connect to ASLH's commitment to strengthening the history field through advocacy, innovation, and research, clearly articulating—through past achievements—how they will concretely advance the RSI department's and association's fieldwide goals.

About ASLH:

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. ASLH 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, ASLH 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 Conference. For more information, visit <https://aslh.org/>.

At ASLH, we have six core values:

1. We believe a fuller and more accurate complete, shared history advances progress toward a more just society.
2. We build and maintain networks. ASLH serves as a central hub for the history community connecting organizations and practitioners to one another and to adjacent sectors.
3. We are curious. ASLH creates opportunities for thinking critically about questions and challenges facing the field.
4. We are enthusiastic, supportive collaborators. ASLH welcomes opportunities to work with others.
5. We embrace challenges. ASLH aims to find the best solutions, even if they are unconventional.
6. We uplift the essential role that history work and history spaces play in strengthening the civic fabric

ASLH 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.