



Chief Operating Officer National Air Transportation Association Washington, DC (Hybrid)

The National Air Transportation Association (NATA) is seeking a highly motivated Chief Operating Officer to play a pivotal role in shaping the future of business aviation by enhancing operational excellence, advocating for industry needs, and delivering exceptional value to association members.

The Organization

Founded in 1940, NATA has been the leading national trade association representing the business interests of general aviation service companies on legislative and regulatory matters at the Federal, and more recently, on the state level for more than eight decades. NATA also provides education, services, and benefits to members to help ensure their long-term economic success.

Beyond its interaction with governmental entities, NATA membership offers a number of important safety and business products and services including its highly regarded Safety 1st Training Program. The NATA Safety 1st Training Program has led the industry in ground handling training for more than 30 years, training thousands of aviation professionals around the world. NATA Partner+ program provides our members access to individualized business solutions. From providing support for key strategic initiatives to helping NATA deliver enhanced service, these partners make an important contribution to the success of both the association and the aviation business community.

NATA's nearly 3,700 member companies provide a broad range of aeronautical services to the aviation community, including general aviation airports, aircraft sales and acquisitions, fixed base operators (FBOs) and fuel distributors, aircraft ground support, passenger and crew services, aircraft parking and storage, on-demand air charter, aircraft rental, flight training, aircraft maintenance and overhaul facilities, parts sales, and business aircraft and fractional ownership fleet management.

For more information, visit <https://nata.aero/about/>.

The Position

The Chief Operating Officer (COO) is responsible for planning and overseeing the organization's day-to-day operations, ensuring strategic goals and objectives are met, and driving efficiency and growth in the business aviation sector. Reporting directly to the President & CEO, the COO collaborates with executive leadership to advance NATA's mission, promote industry best practices, and enhance member representation, engagement, and relevance. The COO leads a 16-person team, including six direct reports: Vice Presidents for Regulatory Affairs, Government Affairs, and Education & Safety; Senior Vice President for Communications & Association Affairs; and Associate Vice Presidents of Member Services & Engagement and Sales & Marketing.

Key Responsibilities

Strategic Leadership & Organizational Management

- Develop and implement operational strategies aligned with NATA's mission and strategic goals.
- Oversee daily operations, ensuring efficient processes across departments such as membership, government affairs, regulatory compliance, education, and communications.

- Work closely with the President & CEO to execute strategic initiatives and industry programs that support general aviation businesses.
- Lead, provide clear direction to, and mentor department heads, fostering a culture of accountability and innovation.
- Evaluate and improve internal operations, ensuring alignment with industry best practices and regulatory standards.

Industry Advocacy & Stakeholder Engagement

- Represent NATA at industry events, regulatory meetings, and government affairs discussions to advocate for policies beneficial to the general aviation sector.
- Develop strong relationships with key stakeholders, including aviation businesses, policymakers, regulatory agencies (FAA, TSA, etc.), and industry partners.
- Support member engagement initiatives, ensuring NATA's services meet the needs of its diverse membership base.

Financial & Business Operations

- Oversee budgeting, financial planning, fiscal management, and resource allocation to ensure sustainable membership growth.
- Identify opportunities and set key financial performance goals for revenue generation, sponsorships, and partnerships to expand NATA's reach and impact.
- Monitor key performance indicators (KPIs) to track organizational success and implement improvements.

Program Development & Member Services

- Drive the expansion of NATA's safety programs, training initiatives, and certification services.
- Ensure high-quality member services, including industry research, education, regulatory, and legislative advocacy support.
- Oversee the development of new programs to enhance aviation safety, workforce development, and sustainability efforts.

Experience and Attributes

Successful candidates for this position will bring a variety of experiences and attributes including:

- Minimum of 10+ years of executive leadership experience, preferably in aviation, association management, or governmental and/or regulatory affairs. Experience working with aviation regulatory agencies such as the FAA, TSA, and DOT is preferred.
- Strong understanding of the general aviation industry ecosystem, including business aviation, aircraft charter, MRO, FBO operations, and other aviation services.
- Proven experience in organizational leadership, strategic planning, and operational management. Experience in supervising a minimum of direct reports preferred.
- Exceptional communication skills with the ability to advocate for industry interests at the national level.
- Demonstrated experience in financial oversight, budgeting, and revenue development. Experience with financial management reporting preferred.
- Strong leadership, decision-making, and problem-solving skills.
- Background in government relations, policy development, or industry advocacy preferred.
- Knowledge of and ability to lead membership engagement strategies preferred.
- Master's degree in business administration, aviation management, or a related field preferred.

Salary will be commensurate with experience within the range of \$185K-\$215K. NATA offers a robust benefits package that includes health and other insurances, paid time off, 401k retirement plan with an employer match, and other benefits. This will be a hybrid work environment with frequent regular travel required for industry conferences, government meetings, and member engagements.

Equal Opportunity Employment

In principle and in practice, NATA values and seeks diverse and inclusive participation from the aviation business community. NATA promotes involvement and expanded access to leadership opportunity regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, cultural identity, disability, appearance, geographic location, professional level, political views or affiliations.

Diversity drives innovation and inclusion inspires sustainability. NATA is committed to building a team with a variety of backgrounds, skills, experiences, and perspectives. The more inclusive and diverse we are, the smarter, safer, and more successful we will be. NATA is also dedicated to expanding its network of partners, programs, and resources that help employees grow and advance. Together, we continue to foster an inclusive culture that encourages, supports, and values the diverse voices of our employees.

Application Process

To apply, upload detailed resume and cover letter explaining qualifications and motivations for joining NATA by clicking [here](#). For inquiries, contact Karen Schuler at Karen.schuler@cbiz.com. Resume review begins immediately.

About CBIZ's Nonprofit & Social Sector Group

CBIZ's Nonprofit & Social Sector Group is working with the National Air Transportation Association to support the search. Our group is a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work here: [Nonprofit & Social Sector](#).