

AMERICA'S  
AUTOMOTIVE  
*Trust*

# CHIEF EXECUTIVE OFFICER



## ORGANIZATION OVERVIEW

It wasn't long ago that cars were a much bigger part of American life. For most, they were the first taste of freedom that opened the doors – and the world – to endless possibilities. Cruising down the main drag or backroads for Sunday family adventures was part of life. Now, cruising with friends has been replaced by a virtual world seen from a screen.

We believe that cars connect us to the best things in life and that America's love affair with the automobile should not only be recognized as part of our history, but of our future. Knowing others believe the same, we saw an opportunity for like-minded organizations to work together and, in 2016, established **America's Automotive Trust** to do just that.

Together with our partners and member organizations of LeMay – America's Car Museum (ACM), the RPM Foundation, Club Auto and the Concours Club, we fulfill our purpose to honor the past, celebrate the present, and drive the future of car culture.

Education is at the heart of everything we do, and driving is at our core from the classroom to the open road.

Much of modern-day American culture has been built on the means of transportation, and the future of mobility is as crucial now as it has ever been. Our automotive heritage should be secured for future generations – a mission that can only truly be accomplished by working together. Through America's Automotive Trust, we share resources and support each other, streamlining efforts to make a greater impact.

It's the love of everything automotive. The feel of the wind in your hair, or a wrench in your hand. The adrenaline of stepping on the accelerator, and the thrill of the journey rather than the destination. It's the determination and satisfaction of fixing something and having a community to enjoy it with.

We believe in not only preserving the passion for cars but also ensuring it continues to thrive. That's why America's Automotive Trust exists. For more information on AAT, please visit [www.americasautomotivetrust.org](http://www.americasautomotivetrust.org)

## ROLE OVERVIEW

The **Chief Executive Officer (CEO)** provides strategic and visionary leadership to **America's Automotive Trust (AAT)**, **LeMay America's Car Museum (ACM)** and the **Restoration Preservation & Mentorship Foundation (RPM)**. The CEO reports directly to the Chair of the Board of Directors and works closely with the Board to develop strategic direction, secure ongoing financial stability, and establish initiatives to fulfill the mission of the Trust while increasing local, statewide, national, and international recognition and prominence for the Trust and its member entities.

The incumbent provides broad oversight to all aspects of management through the direct supervision of AAT's Vice President of Finance & Operations, AAT's Vice President and Executive Director of RPM, Vice President of Curation & Education, AAT's Director of Development, Marketing and Communications Director, Director of HR, and the Senior Executive Assistant to the CEO. The CEO is responsible for building and inspiring a high-performing internal team, ensuring legally sound financial and operational practices in alignment with strategic objectives, supporting fund development efforts, and serving as chief public spokesperson to develop key relationships and promote the vision, mission, and success of AAT, ACM, and RPM on a national and international level.

In addition to the responsibilities above, the CEO also serves as an Ex Officio member of AAT's consolidated board, works closely with the Board Chair, oversees board developments, organizes board meetings, and serves on the Executive Committee.

This position requires high-level executive leadership, strategic planning, and decision-making abilities, along with the business acumen and interpersonal skills to develop and maintain a prominent national and international Board and to inspire a dynamic and skilled staff team that will execute the operational mission of the Trust while working toward the attainment of the Trust's vision.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.



## KEY PRIORITIES

---

- **Establish** rapport, trust, and positive working relationships with all key stakeholders including the Board of Trustees, Leadership Team, Staff, Donors, and community and national partners — with particular focus on building a cohesive and high-functioning internal team from day one.
- **Form** an effective partnership with the Chair of AAT to ensure a positive, smooth transition into the role.
- **Facilitate** a long-term strategic planning process with the Board and Leadership Team, ensuring staff at all levels are meaningfully engaged in shaping the organization's direction.
- **Invest** in the internal team — actively mentoring, developing, and empowering direct reports and staff across all member entities to perform at their highest potential.
- **Become** integrated into the local community, if not already, and collaborate with industry partners to advance car culture nationally.
- **Seek** to identify creative, alternative revenue sources and support the development team's fundraising efforts, including the cultivation of major gift prospects and new donor relationships.
- **Ensure** continued momentum across all member entities by strengthening internal communication, operational alignment, and shared purpose among staff and volunteers



## PRIMARY OBJECTIVES

---

- **Provide** executive leadership and cultivate a strong internal organizational culture that empowers staff, promotes collaboration, and drives mission-aligned outcomes across AAT, ACM, and RPM.
- **Develop** strategic priorities, in conjunction with the Board and Leadership Team, to establish initiatives that fulfill the vision and mission of the Trust and increase local, state, national, and international awareness and prominence of AAT, ACM, and RPM.
- **Develop** and **steward** an active and prominent Board of Directors to ensure a dynamic, informed, and engaged trustee constituency that will continue to grow and support AAT's mission.
- **Inspire** staff and Board members to action through visionary leadership that excites and motivates — fostering a sense of shared purpose and passion for the mission.
- **Support** fund development and serve as the chief public spokesperson of the organization to develop key relationships and promote AAT's vision, mission, and success on a national and international level.

## MAJOR RESPONSIBILITIES

---

- **Develop** and **maintain** a prominent national and international Board of Directors, managing board meetings, and working with the Board to establish strategic initiatives and secure financial resources to accomplish AAT's mission.
- **Support** and guide fund development efforts, including donor stewardship and membership activity for all member entities, in close collaboration with the Director of Development and the Development Team.
- **Create, communicate, and facilitate** the evolution of AAT's vision and mission and lead the strategic planning process in partnership with both the Board and internal team.
- **Ensure** that the vision and mission are fulfilled in a legal, ethical, and fiscally responsible manner.
- **Provide** general oversight of management through the delegation of authority and the direct supervision of AAT's VP of Finance & Operations, AAT's VP of Curation & Education, AAT's Vice President/Executive Director of RPM, Marketing and Communications Director, Director of HR, and AAT's Director of Development.
- **Provide** direct oversight of all aspects of the Trust's legal and financial affairs.
- **Serve** as the chief public spokesperson and advocate for AAT, ACM, and RPM in promotion of their vision, mission, and success.



## RESPONSIBILITIES

---

### DEVELOPMENT & FUNDRAISING

- **Support** fund development for AAT, ACM, and RPM as a visible champion of the mission, partnering actively with the development team.
- **Participate** in major gift activity, including cultivating and stewarding key donor relationships, in coordination with the Director of Development.
- **Provide** leadership and direct supervision to the Director of Development and the Development Team for fund development, donor stewardship, membership activity, and all fundraising initiatives.
- **Serve** as chief public spokesperson to develop key relationships and promote the Trust's vision, mission, and success on a national and international level.
- **Support** efforts to secure the Trust's and member entities' financial stability for current operations and future funding, including the development of an organizational endowment and an effective planned giving program.

- **Ensure** adherence to the Donor Bill of Rights in all philanthropic activity.
- **Collaborate** with the Board to secure adequate funding for the operation of the organization.

## AAT BOARD INVOLVEMENT

- **Participate** as a non-voting member of the Board of Directors of AAT.
- **Develop** and **maintain** a prominent national and international Board of Directors.
- **Manage** Board meeting preparations in collaboration with the Board Chairman.
- **Collaborate** with the Board to develop strategic direction and establish initiatives to fulfill the mission of the Trust and increase local, statewide, national, and international awareness and prominence.
- **Identify, assess, and inform** the Board of Directors of internal and external issues that affect the organization.
- **Ensure** Board governance and policies are maintained in alignment with corporate by-laws and organizational needs.
- **Provide** timely information to the Board to allow the execution of responsible corporate oversight.
- **Provide** direct supervision and oversight for AAT's Vice President of Finance and Operations, AAT's Vice President/Executive Director of RPM, VP of Curation & Education, Director of Development, Marketing and Communications Director, Director of HR, and the Senior Executive Assistant to the CEO.
- **Ensure** that the strategic objectives of the Trust are collectively developed, approved, and achieved in a fiscally responsible manner.
- **Inspire, engage, and develop** staff, trustees, volunteers, and community partners to collaborate in support of the strategic objectives of the Trust.
- **Champion** a workplace culture that attracts, motivates, and retains diverse, innovative, and competent staff — one where team members feel valued, heard, and empowered.
- Actively **mentor** and **develop** direct reports, building internal leadership capacity and creating pathways for staff growth and professional development.
- **Perform** ongoing evaluation of operational plans and revise them as needed.
- **Oversee** the legal and financial management of the organization and ensure ethical operations that secure public trust.

## ORGANIZATIONAL PLANNING & MANAGEMENT

- **Guide** and **direct** the creation of annual Strategic Priorities and Operational Plans and Budgets which incorporate goals and objectives that work toward the strategic vision and mission of the organization.
- **Communicate** the vision and direction for the Trust clearly and consistently to staff at all levels, fostering alignment, clarity, and shared ownership of organizational goals.
- **Travel** nationally and internationally to promote AAT, ACM, and RPM and their diverse initiatives.
- **Drive** personal vehicle for business purposes.
- Speak publicly to large and small audiences to promote AAT, ACM, and RPM.
- **Maintain** a flexible schedule and work weekends and late nights as needed.
- **Utilize** MS Word and Excel to generate communications and reports.
- **Utilize** MS Outlook for email communications and calendar scheduling.

## IDEAL CANDIDATE PROFILE

The ideal candidate will be a gifted team leader, culture builder, and strong communicator who is dedicated to the mission and values of AAT. Working closely with the Board, Chair, staff, and stakeholders, this executive must be committed to goal achievement through engaged teamwork. The successful candidate will be a transparent, approachable, strategic, and visionary leader with a track record of strong results working in complex organizations.

They must be a visible, active presence throughout the organization — genuinely interested in listening to, leading, and mentoring staff at every level. This leader understands that the strength of the organization lies in its people, and they will invest meaningfully in building a cohesive, high-performing team culture.

The ideal candidate must also have unquestioned personal integrity, professionalism, and a positive work ethic. They will have strong presentation and communication skills with an outgoing, personable, and inclusive management style, acting as both a connector and a catalyzer. This leader will foster a workplace culture and environment where staff look forward to coming to work, where an appropriate sense of humor and camaraderie is ever present, and where work is a passion rather than a means to earn an income.

The ability to communicate with clarity and motivate people is a critical requirement. The capacity to connect with people at different levels, and the humility to accept shortcomings and the thirst for ongoing growth and development are also essential.

The ideal candidate will lead AAT's organizational culture with applicable financial and business acumen, and will possess a genuine, visible, infectious passion for advancing the mission and reach of AAT. This charismatic leader should exhibit empathy and have a high "EQ." The desire to engage, develop, and retain team members should be evident in both their professional history and their personal leadership philosophy.



# QUALIFICATIONS

---

The incumbent for this position must possess a Baccalaureate degree in Business Administration, Finance, Public Relations, Marketing, Communications, or Nonprofit Management (Master's preferred; other degrees will be considered based on relevance) and 8 years of relevant corporate development and/or executive business leadership experience, or an equal combination of education and relevant work experience.

## ADDITIONALLY, THE INCUMBENT MUST POSSESS:

- The ability to pass an in-depth background investigation including criminal history, employment records, and personal references.
- A solid proficiency in the English language with professional communication skills including excellent written, oral, presentation, and interpersonal skills.
- An understanding of and commitment to the mission and purpose of AAT, ACM, and RPM.
- Ability to develop and maintain organizational structure and provide strong leadership, vision, and strategic direction.
- Knowledge of current management and leadership methods and practices, and the ability to effectively provide high-level organizational supervision.
- Demonstrated knowledge of standards and best practices for museums, nonprofits, or similar organizations.
- Proficiency in reading, analyzing, and interpreting financial reports.
- A record of involvement in fund development, with demonstrated experience in relationship building with individual and corporate donors.
- Proficiency in the use of MS Word, Excel, PowerPoint, and Outlook.
- An appreciation for historic and collectible vehicles.
- Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson and relationship builder.
- The ability to communicate, inspire, and work effectively with a variety of internal and external stakeholders.
- Experience in Board development, Board governance, and Board participation.



- Experience in preparing strategic plans, establishing goals, and developing and managing strategic and operational objectives.
- The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socioeconomic groups, and personality types.
- The ability to travel by land and air, drive a personal vehicle for business purposes, sit for extended periods of time, bend, stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect financial reports regularly, read

and interpret contracts and instructions frequently, critically analyze and resolve quantitative and logistical problems regularly, and effectively communicate verbally and in written format regularly.

#### **Location:**

**Tacoma, WA**  
(relocation assistance available)

#### **Salary Range:**

**\$250,000 – \$300,000**  
plus up to 15% bonus

