



Chief Executive Officer (CEO)

AMERICA'S AUTOMOTIVE *Trust*

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 Now, cruising with friends has been replaced by a virtual world seen from a screen.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, 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 being sure it continues to thrive. That's why America's Automotive Trust exists. For more information on AAT, please go to www.americasautomotivetrust.org/



ROLE OVERVIEW

The President and **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 to this position provides broad oversight to all aspects of management through the direct supervision of AAT's Vice President of Institutional Advancement, AAT's Vice President of Finance & Operations, of ACM, AAT's Vice President and Executive Director of RPM, and the Executive Assistant to the CEO. The CEO is primarily responsible for fund development, ensuring legally sound financial and operational practices that are in alignment with strategic objectives, 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 voting member of AAT's unified board and working closely with the Board Chair oversees board development, organizes board meetings, and acts as Chair of the Nominating Committee.

This position requires high-level executive leadership, fund development, strategic planning, and decision-making abilities and 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, as well as other community and national partners.
- **Be** visibly committed, both internally and externally, to increasing funding for AAT's mission including maintaining, growing, cultivating and soliciting major gift prospects.
- **Form** an effective partnership with the Vice Chair of AAT to allow for a positive, smooth transition.
- **Facilitate** a long-term strategic planning process with the Board and Leadership Team.
- **Ensure** continued success of fundraising efforts with new relationships being formed.
- **Work** closely with the Vice President of Institutional Advancement, **ensure** that donors and prospective donors are informed about the mission, needs, and gift opportunities at AAT.
- If not already, **become integrated** into the local community.
- **Collaborate** with industry partners to help forward car culture nationally.
- Seek to **identify** creative, alternative revenue sources.

PRIMARY OBJECTIVES

1. **Provide** executive leadership and assume a primary role in fund development to generate operating funds and strengthen the financial resources to build a sustainable future for AAT, ACM and RPM.
2. **Develop** strategic priorities, in conjunction with the Board, 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.
3. **Develop** and steward an active and prominent Board of Directors to ensure a dynamic, informed, and active trustee constituency that will continue to grow and support AAT'S mission.
4. **Inspire** staff and Board members to action through visionary leadership that excites and motivates.
5. **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, chairing the Nominating Committee, and working with the Board to establish strategic initiatives and financial resources to accomplish AAT's mission.
- **Serve** as a primary fund developer and provide leadership for fund development, donor stewardship, and membership activity for all member entities.
- **Create, communicate, and facilitate** the evolution of AAT's vision and mission and lead the strategic planning process.
- **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 for Institutional Advancement, AAT's VP of Finance & Operations, AAT's Curator, and AAT's Vice President/Executive Director of RPM.
- **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

- **Serve** as a primary fund developer for AAT, ACM and RPM.
- **Manage** a major gift portfolio, actively identifying, cultivating, soliciting, and stewarding donors and donor prospects.
- **Provide** leadership and direct supervision to the Vice President of Institutional Advancement for fund development, donor stewardship, and 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.
- **Secure** and **oversee** the Trust's and member entities' financial stability for current operations and future funding, including establishment of an organization endowment and an effective major planned giving program.
- Directly **supervise** and **provide** leadership to the Vice President of Institutional Advancement.
- **Ensure** adherence to the Donor Bill of Rights in all philanthropic activity.

AAT BOARD INVOLVEMENT

- **Participate** as an Ex Officio 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 Board Chairman.
- **Chair** the Nominating Committee.
- **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.
- **Collaborate** with the Board to secure adequate funding for the operation of the organization.
- **Ensure** Board governance and policies are maintained in alignment with corporate bylaws and organizational needs.
- **Provide** timely information to the Board to allow the execution of responsible corporate oversight.



ORGANIZATIONAL PLANNING & MANAGEMENT

- **Guide** and **direct** creation of annual Strategic Priorities and Operational Plans and Budgets which incorporate goals and objectives that work towards the strategic vision and mission of the organization.
- **Communicate** the vision and direction for the Trust.
- **Provide** direct supervision and oversight for AAT's Vice President for Institutional Advancement, AAT's Vice President / Executive Director of ACM, AAT's Vice President / Executive Director of RPM and the 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** staff, trustees, volunteers, and community partners to collaborate in support of the strategic objectives of the Trust.
- **Encourage** a workplace culture that attracts and motivates diverse, innovative, and competent staff.
- **Perform** on-going evaluation of fundraising and administrative plans and revise the plans as needed.
- **Oversee** the legal and financial management of the organization and ensure ethical operations that secure public trust.

OTHER

- **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.
- **Utilize** MS-Word and Excel to generate communications and reports.
- **Utilize** MS-Outlook for email communications and calendar scheduling.
- **Perform** other duties as needed.



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, Vice Chair, staff, and donors, 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 presence throughout the organization and interested in listening to, actively leading, and mentoring staff.

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 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 work is a passion rather than a means to earn an income.

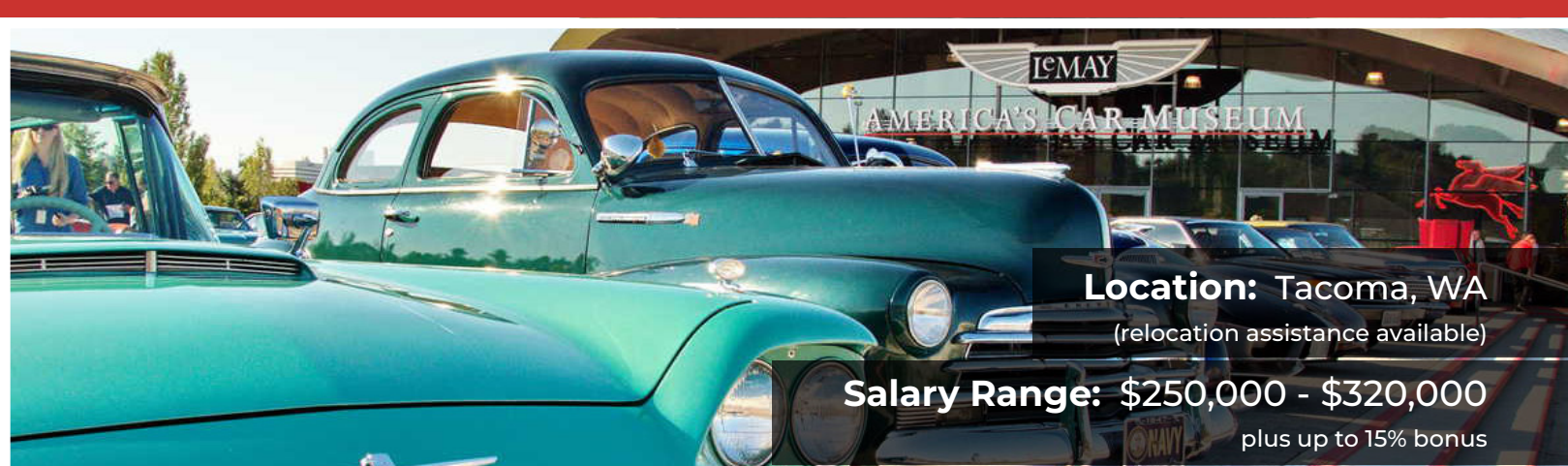
The ability to communicate with clarity and motivate people is a critical requirement. The capacity to connect with people at different levels, and the humility to accept shortcomings and the thirst for ongoing growth and development are also needed.

The ideal candidate will also act as a leader of 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.



QUALIFICATIONS

The incumbent for this position must possess a Baccalaureate degree in Business Administration, Finance, Public Relations, Marketing, Communications, or Nonprofit Management (Masters preferred and 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. The incumbent must also possess a successful history of fund development. Prior development leadership in a large non-profit or educational institution is preferred.



Location: Tacoma, WA
(relocation assistance available)

Salary Range: \$250,000 - \$320,000
plus up to 15% bonus

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references.
2. A solid proficiency in the English language with professional communication skills including excellent written, oral, presentation, and interpersonal skills.
3. An understanding of and commitment to the mission and purpose of AAT, ACM and RPM.
4. Ability to develop and maintain organizational structure, provide strong leadership, vision, and strategic direction.
5. Knowledge of current management and leadership methods and practices and the ability to effectively provide high-level organizational supervision.
6. Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organizations.
7. Proficient in reading, analyzing, and interpreting financial reports.
8. Strong record of successful fund development particularly demonstrated personal involvement in major individual and corporate gift development.
9. Proficient in the use of MS Word, Excel, PowerPoint, and Outlook.
10. An appreciation for historic and collectible vehicles.
11. Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson and relationship builder.
12. The ability to communicate, inspire, and work effectively with a variety of internal and external stakeholders.
13. Experience in Board development, Board governance, and Board participation.
14. Experience in preparing strategic plans, establishing goals, and developing and managing strategic and operational objectives.
15. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types.
16. The ability to travel, by land and air, to drive personal vehicle for business purposes, to 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.