



**JOB ANNOUNCEMENT**  
**AUTOMOTIVE SERVICE ASSOCIATION, NORTH RICHLAND HILLS, TX**  
**EXECUTIVE DIRECTOR POSITION**

Date: July 13, 2018

Applications Due: Oct. 1, 2018

The Automotive Service Association (ASA) advances professionalism and excellence in the automotive repair industry through education, representation and member services. ASA is the leading organization for owners and managers of automotive service businesses striving to deliver excellence in service and repairs to consumers.

ASA is looking for a new Executive Director to lead the association. We are interested in candidates who have demonstrated executive leadership and professionalism.

## **Organizational Responsibilities include:**

### ***Leadership and Management:***

- Strategic Thinking – Adapts strategy to changing conditions. Analyzes market and competition. Develops strategies to achieve organizational goals. Identifies external threats and opportunities. Understands organization's strengths and weaknesses.
- Visionary Leadership – Works with Board of Directors (Board) to develop a clear, compelling vision and acts in accordance with vision. Communicates vision and gains commitment. Displays passion and optimism while mobilizing others to fulfill the vision. Provides leadership in developing programs, organizational and financial plans with the Board and staff, and oversees the implementation of plans and policies
- Recommends timelines and resources needed to achieve the strategic goals
- Actively engages Board members, partnering individuals/organizations and strategic partners
- Seeks and builds board and affiliate association involvement
- Ensures effective systems to track progress and regularly evaluates program components that can measure success. Effectively communicate to the Board, partners and other stakeholders/members
- Builds relationships and works effectively with industry partners
- Supervises association staff
- Works with accounting department and Board to establish financial and organizational protocols to ensure the non-profit is in compliance with generally accepted accounting principles (GAAP)

- Works with finance committee, staff and Board in preparing and managing the annual budget
- Works with marketing and communication department to plan and develop public relations policies designed to enhance the association's image and relations with the membership, industry stakeholders, policymakers and the public
- Serves as a non-voting member of the Board of Directors
- Travels throughout the United States as per the demands of the job
- Communicates effectively with trade and consumer media and in public speaking forums
- Assists in the oversight and management of ASA's national events (i.e. NACE, CARS, Annual meeting, MSO Symposium, Technology Telematics Forum)
- Must be able to facilitate meetings for small and large groups and be comfortable serving as the face of the association.

### ***Membership:***

- Expands national membership base
- Develops strategic plan to increase membership and expand affiliate associations
- Develops programs, services and value-added benefits to improve membership retention and attract new members

### ***Human Resources:***

- Oversees recruitment, employment and performance of all personnel
- Works in conjunction with vice president and senior level staff to create cohesive team
- Directly supervises senior level staff
- Ensures job descriptions are developed, annual performance evaluations are held, and sound human resource practices, partners, and policies are in place
- Encourages staff professional development and relates evolving skills to ASA's mission and goals

### ***Fundraising:***

- Expands national revenue stream to support existing programs, general operations, and membership growth
- Uses external presence and relationships to gain new opportunities including non-traditional membership revenue streams

### ***Planning and Organizational Development:***

- Revises and facilitates a strategic planning process for program advancement and organizational expansion
- Builds new partnerships such as establishing relationships with strategic partners, corporate members, industry partners and others to expand programs
- Develops and implements standard operating procedures and operational excellence

***Minimum Qualifications:***

- Certified Association Executive (CAE) designation
- Bachelor's degree
- At least 5 years of experience at the senior staff level working in a 501 (c) 6 nonprofit
- Experience with supervising staff – strong skills in staff management, facilitation, conflict resolution, and team building
- Ability to oversee financial budgets and systems
- Knowledge of association strategies that increase membership and address the challenges faced by 21<sup>st</sup> century associations
- Ability to create a membership-driven agenda and partnerships
- Excellent written and verbal communication skills
- Able to work independently and be self-initiating
- Demonstrates ability to work with diverse communities
- Commitment to goals and philosophy of ASA

***Reports to:*** Automotive Service Association Board of Directors

***Compensation & Benefits:*** Salary will be commensurate with experience.

***Location of Office:*** North Richland Hills, Texas (Dallas-Fort Worth area); Remote candidates will not be considered

***Application Deadline:*** Oct. 1, 2018 (Submit in PDF format – 5 pages max.)

1. Cover Letter explaining your interest in this position
2. Current Resume
3. Three References
4. Writing Sample

**Send Application Materials to: ASA Chairman Roy Schnepfer, [roys@asashop.org](mailto:roys@asashop.org)**

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