

ETI Executive Manager

Organization

Founded in 1947, ETI's mission is to advance the vehicle service industry by providing technical data and open dialog between the manufacturers of transportation products, government regulators and the providers of Automotive tools, equipment and service information. For more information, please visit www.etoools.org

Position

Reporting to the Board of Directors, the Executive Manager will have overall strategic and operational responsibility for ETI staff, programs and execution of its mission. The Executive Manager is the Chief Operating Officer of the Equipment and Tool Institute.

Responsibilities

Leadership & Management:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize ETI's member companies, individual volunteers, board members, committees and partnering organizations. Promote active and broad participation by volunteers in all areas of the organization's work, especially the organization's vertical groups.
- Maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board member involvement with strategic direction for all ongoing activities and projects. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the automotive repair industry.

Financial and legal:

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Communications:

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with other industry groups and organizations.
- Represent the programs and point of view of ETI to government agencies, organizations, automakers and the general public.
- Deepen and refine all aspects of communications—from web presence and social media to external relations with the goal of creating strong brand recognition
- Use external presence and relationships to garner new opportunities

Qualifications:

The Executive Manager will be thoroughly committed to ETI's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Demonstrable experience and other qualifications include:

- degree, with at least 10 years of management experience; track record of effectively leading an outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Excellence in organizational management with the ability to coach staff, manage, and develop teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Proficient in MS software, including MS Word, MS Excel and MS PowerPoint, smart phone usage and web site management.
- Ability to travel internationally.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse segments of the vehicle repair industry
- Passion, integrity, positive attitude, mission-driven, and self-directed