



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
ALLIANCE OF AUTOMOTIVE SERVICE PROVIDERS OF MINNESOTA**

ORGANIZATIONAL OVERVIEW

The Alliance of Automotive Services Providers of Minnesota (AASP-MN) represents nearly 700 independently-owned automotive service shops, collision repair shops, and automotive industry suppliers in Minnesota. The organization's mission is to improve the state's automotive service industry and the success of its member businesses. It achieves this through legislative advocacy, industry promotion, continuing education, group purchasing programs, and peer-to-peer networking.

Reporting to the Board of Directors, the Executive Director (ED) manages a small office staff, an annual operating budget of \$350,000, and the organization's strong financial reserves.

PRIMARY AREAS OF RESPONSIBILITY

The ED is responsible for the day-to-day operations, management, and leadership of the AASP-MN, including member programs, services and events, personnel management, budget development and industry relationships. In concert with the Board of Directors, the ED is responsible for setting the strategic direction of the association and then taking the lead in program management and execution. The primary responsibilities are:

- **Strategic and Executive Leadership**: Co-develop and implement the strategic goals of AASP-MN, clearly articulating organizational goals for stability and growth in all areas; advise and support the Board of Directors in governing the organization; participate in strategic plan development; provide thought leadership.
- **Operational Planning and Management**: Develop and propose the Annual Work Plan; work with the Board to draft, monitor, and update by-laws, policies, and procedures; monitor the planning, implementation, and evaluation of member programs and services.
- **Financial Planning and Management**: Protect and provide thoughtful stewardship of AASP-MN assets; Oversee the development and management of the annual budget; undertake efforts to grow revenue and maintain healthy reserves through investment portfolio management; keep the board informed of financial and operational issues.
- **Advocacy and Communication**: Oversee AASP-MN's public policy and legislative efforts, including directing the association's lobbyist; oversee all organizational communication, both print and electronic; promote member benefit and education programs.
- **Relationship Management**: Maintain strong and effective internal relationships, with the Board and staff; build and maintain strong external relationships with members,

sponsors, partners, volunteers, vendors, contractors, strategic allies, legislative members, and regulatory bodies.

DESIRED QUALIFICATIONS

Education

- A Bachelor's degree in management, communications, business administration, or a related field from an accredited institution; Certified Association Executive (CAE) credential is desired.

Experience

- Minimum of five years' experience in association management.
- Demonstrated ability to oversee and manage a wide variety of programs, events, activities, and initiatives for member organizations.
- Management skills; can effectively prioritize pressing issues, and is adept at dealing with a wide range of agendas and concerns.
- Strategic thinking skills; is able to anticipate challenges and trends impacting an organization, and can effectively develop and implement strategies and tactics to respond to those challenges and trends.
- Relationship management skills; can represent AASP-MN in front of various constituencies (partners, members, media, legislators, vendors, etc.).
- Team skills; effectively builds teams and encourages collaboration among staff, Board members, affiliate organizations, etc.
- Communication skills; listens well, writes well, holds attention of an audience, is at ease speaking with one person or one hundred people.
- Political skills; can navigate the unique dynamics of a member-driven organization, motivate volunteers, and effectively guide the Board.
- Financial skills; has experience with annual budgets, department budgets, program budgets, and strong knowledge of nonprofit financial management.
- Technology skills; can adopt and adapt to new and emerging technologies; is proficient using Microsoft Office

COMPENSATION

The compensation includes an annual salary of \$85,000 - \$105,000 and is commensurate with experience and qualifications. AASP-MN also offers a strong benefits package.

TO APPLY

The organization will begin reviewing applications on August 31, 2021. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to brad@cincinnatus.com, or a hard copy to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, St. Paul, MN 55105. Sorry, no AMCs please.