



Position: Executive Director

Location: Remote (anywhere in the US)

Hours: Estimated 70-80 hours/month

Status: Independent Contractor (1099)

Travel: Estimated at 1-2 times a month

Rate: Anticipated monthly fee between \$7,000 - \$7,500

Fulfilling work that makes a difference is a game-changer. It's what separates a "job" from a calling, and it's how we view our work at the National Auto Body Council (NABC®). At the NABC®, we serve professionals in the automotive collision repair industry by being their collective and unified voice in communities. Our membership includes individual body shop operators, automobile manufacturers, insurers, paint and equipment manufacturers, parts suppliers, trade associations, rental car companies, automotive salvage and auction companies, technical schools, and others.

As a not-for-profit 501c(6) organization, we're committed to the goal of improving the image of all dedicated collision industry professionals, and promoting the essential contributions they make in serving their communities.

The collaborative membership of the NABC® has gifted 3,000 vehicles through our Recycled Rides® program, provided extrication training for nearly 5,000 First Responders with the First Responder Emergency Extrication (F.R.E.E.™) program, and helps educate students and adult drivers in communities around the country through the Drive Out Distraction initiative. Our membership does this in a direct effort to make our communities safer for everyone.

We're looking for the right leader – a servant leader who is skilled and passionate about building relationships and collaborating with other like-minded professionals – to join us and champion our mission of *Changing and Saving Lives Every Day*. If this sounds exciting and you're a leader looking for a flexible, remote role where you can make a real difference, the Executive Director position may be the right fit.

What You'll Do

In the role of Executive Director, you'll serve as the champion of our mission and will guide the development and implementation of community-based initiatives – like the ones above – that exemplify the professionalism and integrity of the collision repair industry. You will serve as a catalyst to help build a culture of collaboration and create excitement around the privilege of giving back to the local community and collision repair industry making a difference to everyone that the NABC® touches.

Job requirements and specific responsibilities:

- **Key Priority - membership growth and support:** lead the charge to promote the unique, engaging programs that build brand awareness and

engagement for our members; nurture current memberships and attract new ones

- Lead overall membership recruitment, with a priority on Level 1 and Level 2, as well as single shop collision repair operators
 - Generate ongoing membership engagement at Level 1 and Level 2, and single shop owner tiers
 - Own member and industry relations by providing excellent communication, problem resolution and support
- Industry relations and events: Own and lead NABC®'s presence at high profile industry events and seminars such as (WIN, CIC, CEICA etc.)
 - Lead purposeful interaction with the industry to positively position NABC® and its programs
 - Champion NABC®'s vision and mission storytelling at industry events and serve as spokesperson for media interviews
 - Coordinate NABC® presence, speakers and participants at industry events
 - Provide general support for fundraising events such as golf tournaments, annual gala and the virtual car show. Serve as event MC, help coordinate on-site activities and overall event promotion online and with the media
- NABC® board meetings and logistics: leverage your collaboration and facilitation skills to direct the planning, themes and agendas for board meetings
 - Proactively lead the development and distribution of general communications to the board to ensure awareness of current trends/risks/issues
 - Participate in monthly Executive Committee meetings
 - Facilitate productive meetings with the Membership, encouraging participation and ensuring procedures stay true to Roberts Rules
- Strategic support: provide thought leadership and best practices to Committee Chairs on strategic initiatives
- Administrative: effectively manage the annual planning, as well as day-to-day operations of the business to ensure the association meets its goals and delivers value to its membership
 - Lead administrative team and marketing firm, giving clear direction and guidance for projects and initiatives
 - Provide timely and appropriate responses to collision repair industry inquiries
 - Act as a common thread across various committees, consistently representing the NABC® values, mission and vision



- Assist in development of and manage, socialize and appropriately execute the annual budget
- Liaise with the accounting department and agency, as well as the legal team for tax filings and various legal matters

What You'll Bring to the Role

- Required Qualifications:
 - Expert leadership, collaboration and problem-solving skills
 - Expert written and oral communication skills
 - Effective executive level storytelling skills with ability to create compelling presentations for various opportunities
 - Expert time management with ability to prioritize and lead multiple projects and initiatives
 - Proven service mentality
 - Demonstrated sales experience
 - Strong and broad contacts within the collision repair industry
- Preferred Qualifications:
 - Prior non-profit administration experience
- Software and Technical Requirements:
 - Must provide own computer and internet connection
 - Proficient in Microsoft Word and Excel
 - Experience using Microsoft PowerPoint, Google Slides or other presentation software
 - Experience with Salsa CRM is a plus

If this sounds like the right fit for you and your skills, and you're excited to contribute to an important cause, please apply! We look forward to connecting and getting to know you.