

## Executive Director of Collision Repair Education Foundation

### Job Description

**Reports To:** Chairman, Collision Repair Education Foundation and Board of Trustees

**Department:** Education Foundation

**Job Status:** Full Time

**FLSA Status:** Exempt

**Travel Required:** 35-50%

**Location:**—TBD

**Job Summary:** Responsible for providing executive leadership for the Collision Repair Education Foundation (CREF). This will be accomplished by working with the Board of Trustees and Staff to develop long-range goals, methodologies, and policies as well as by fostering a culture within the organization and the collision industry reinforcing the Foundation's mission to support collision repair educational institutions and students to create qualified, entry-level employees and connect them with an array of career opportunities.

Supports engagements with industry-affiliated organizations towards solutions that will provide education, knowledge and opportunity for the entire collision repair industry. Ensures that corporate culture, systems and procedures support this vision. Lead staff and volunteers to institutionalize philanthropy and to strategically plan, establish, and maintain appropriate systems to fund development including, but not limited to volunteer and donor management, grant writing, research and cultivation, gift processing and recognition. Maintain fiduciary responsibility and accountability for compliance standards on all Foundation processes.

**Primary Responsibilities include, but are not limited to, the following:**

- Collaborate with the Board of Trustees to drive the Foundation to achieve and surpass fund development and business goals, and create a fund development plan which increases revenue to support the strategic direction of the organization.
- Participate in development of Collision Repair Education Foundation strategic planning process.
- Execute and direct activities in support of strategic initiatives.
- Spearhead the communication and implementation of effective growth strategies and processes.
- Assume fiduciary responsibility for the protection of rights and interests of the key stakeholders of the Foundation.
- Ensure that philanthropy and fund development are carried out in keeping with the Foundation's values, mission, vision, and plans; monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Monitor trends in the community or industry and adapt fundraising strategies as necessary.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization.
- Identify and develop corporate, community, and individual prospects for the organization's fundraising priorities.
- Oversee the administration of a donor mailing list and database which represents the privacy and confidentiality of donor information.
- Engage constituents in the donor process, encourage ideas, and promote participatory decision making in fund management.
- Prepare and assume responsibility for management of annual revenue and expense plans, and 5-year forecasts and budgets. Prepare for and attend regular Board of Trustees meetings.

- Develop meeting agendas and prepare and give meeting presentations.
- Keep informed of developments in philanthropy and fund development, as well as the general fields of management and the not-for-profit sector. Inform the board on current trends, issues, problems and activities in order to facilitate policy making. Recommend policy positions concerning fund development.
- Provide leadership and management to ensure that the mission and core values of the Foundation are put into practice.
- Represent the Foundation at industry events.
- Oversee the activities of the Director of Development and other staff as required.
- Perform duties that may be assigned by the Board of Trustees and/or the Chairman.

**Additional Skills and Aptitudes:**

- Certified Fund Raising Executive designation desired

**Experience and Education:**

- Seven to ten years' of not-for-profit management experience.
- Demonstrated high-level leadership and supervisory skills.
- Demonstrated knowledge of volunteer recruitment, training, and retention.
- Demonstrated knowledge of capital campaign fundraising including leadership gifts, major gifts and general solicitations and ability to manage campaign budget.
- Demonstrated knowledge of prospect research and grant proposal development.
- Demonstrated knowledge of special event cultivation and donor recognition strategies.
- Ability to manage multiple projects and work well under deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to manage campaign details and strategies.
- Ability to work closely with volunteer leadership.
- Highly polished presentation skills.
- Collision Industry experience, encouraged