

Executive Director American Truck Historical Society

[American Truck Historical Society](#) (ATHS) is a 45+ year old nonprofit corporation with approximately 20,000 members located in all 50 states and 29 countries. The organization is based in Kansas City, Missouri, in a 35,000 sq. ft. headquarters building owned by ATHS. With a full-time staff of eight people, ATHS supports over 100 member chapters around the globe and annually produces the largest vintage truck show in the world. All worldwide chapters are nonprofit subsidiaries of the headquarters organization. The board of directors is dispersed nationally and includes a seven-member executive committee and approximately 40 regional vice presidents.

Position Summary

The Executive Director of the American Truck Historical Society is a full-time salaried position with full benefits, located in Kansas City, Missouri. The Executive Director is the chief executive officer of the corporation, reports to the board of directors, and manages all operations and the headquarters staff.

Principal Responsibilities

- General oversight of all ATHS affairs while maintaining focus on the mission, philosophy and values of the organization.
- Inform, support and receive direction from the Executive Committee for the development and implementation of specific programs, goals and objectives.
- Manage operations including staff, budgetary and financial procedures, and all programs.
- Develop and maintain planned giving and fundraising programs.
- Represent ATHS in other associations and industry trade shows and events.
- Support membership retention and growth opportunities.
- Supervise the production and distribution of high quality ATHS publications, maintenance of a website with current content and links, and utilization of social media outlets to support the membership.
- Oversee and manage production of the annual convention and truck shows.
- Responsible for property management considerations, including capital improvements and leasing arrangements.
- Responsible for all activities in support of ATHS chapter including coordinating the establishment of new chapters and acting as the principal contact with chapters.

Professional Qualifications

Candidates for this position will possess most, if not all, of the following qualifications and experience:

- **Nonprofit management:** At least ten years of experience in management roles of progressively increasing responsibility including human resource processes. Preferred experience includes leadership of a member based association with chapters in a wide geographic area; CAE credential also preferred.
- **Marketing & Membership:** Demonstrated marketing skills and experience in building the brand, supporting field chapters, and attracting new members. Preferred experience includes growing an organization through identification of new and younger demographics and creating programs to appeal to those demographics while retaining the base of current members. Preferred experience also includes devising and implementing communication and support methods for dispersed local chapters.
- **Fundraising:** Experience in increasing revenue through unrestricted contributions, identification of and interaction with donors, creation and management of fundraising processes and experience with planned giving programs.
- **Financial:** Confident with all aspects of financial planning, budget management and control, and decision making, including: experience in dealing with large projects such as trade shows and other events, familiarity with nonprofit compliance, and review and approval of monthly financial statements.
- **Event management:** Experience in managing a large, national convention or event(s) held in different locations in the U.S.

Personal Attributes

- **Management:** Demonstrated positive senior level decision making in a complex environment; demonstrated clarity and timeliness in decision making process and implementation; utilization of traits of inclusion, fact based analysis, collaboration, maturity and calmness.
- **Interpersonal & Communication Skills:** Advanced skills including a positive “can do” attitude; persuasive and motivating communicator who can interact with a broad spectrum of individuals from all walks of life; ability to apply professional tact in difficult issues such as Board relations and employee disciplinary actions.
- **Organizational:** Comfortable and effective in a professional, relaxed office environment where the daily workload is high, special projects are the norm and cross functional teamwork is required. Ability to deal with the operational and managerial aspects of a large, geographically dispersed board of directors. A strong moral and ethical compass is required.
- **Strategic thinker:** Must possess the ability to think and act strategically as the long and short term strategic direction of the organization is the responsibility of the executive director. Must possess the mental agility and awareness of changing attitudes and preferences with the flexibility to adapt. Demonstrated ability to lead strategic discussions with actionable, persistent outcomes. Experience with mergers and/or acquisitions a plus.

- **Other:** Ability to travel by road or air at least 5-6 days per month, including some weekends, occasionally on short notice. Ability to be bonded required. Experience in the trucking, commercial vehicle, or automotive industries a plus.

Salary and Benefits

ATHS is an equal opportunity employer.

The Executive Director is a full-time, salaried, professional position located in Kansas City MO.

ATHS employees enjoy a full benefit package including health insurance, dental insurance, paid time off, and matched 401K contributions.

Application Process

Submit resume and cover letter to Bruce Scott, The Moran Company. [**APPLY NOW**](#)