



Executive Director Job Specification

Title: Executive Director

Date: January 2021

Location: Watkins Glen, NY

Reports To: Board of Directors

Exempt/Non-Exempt: Exempt

Overview

The International Motor Racing Research Center (IMRRC) is a 501(c)(3) non-profit organization (racingarchives.org) whose mission is to collect, preserve and share the history of global motorsports. We are actively seeking an experienced executive director who will have overall operational, administrative, and financial responsibility for the IMRRC. This includes strategic and financial planning, leadership of the Center's staff, and the management of annual fund raising and membership campaigns. The executive director oversees all other aspects of the Center's operations including the archives and digitization programs; research, reference and reproductions services; development of historical collections and donor cultivation; marketing, publicity and communications; website and social media; educational and public programming; visitor services and outreach; the maintenance of the Center's facilities and off-site storage; IT and systems; and the expansion of the Center to fulfill the IMRRC vision, mission, values, and strategic plan as established by the Board of Directors.

The executive director leads and participates in all operational fundraising activities necessary to support and grow the IMRRC's ongoing annual programs and other general operations consistent with the IMRRC vision and mission. Such fundraising activities shall include, but are not limited to, membership campaigns and communications, car raffles and sweepstakes, the annual Argetsinger dinner, grant writing and other such fundraising necessary to support the annual operational requirements of the IMRRC.

The executive director represents the Center in the international motorsports, research and local communities; participates in cultural, tourism and economic development in the region; and cultivates partnerships with individuals, groups and organizations with interests allied with the Center.

The executive director also participates in and supports the Board of Directors on capital and endowment fundraising campaigns and communications.



Primary Responsibilities

- Drive the creation, review and approval of an annual operations plan for the Center that is aligned with the overall IMRRC strategic plan, including budget, expenses, operational fundraising campaigns, archival programs and services, marketing, and the sharing of the Center's collection (e.g. website, content creation, programming, digitization, etc.).
- Ensure a consistent high quality of financial operations, including regular oversight of the annual budget, the maintenance of appropriate financial controls, and regular reporting on financial results and forecasts to the Board of Directors.
- Provide strong leadership, coaching, development and direction of the IMRRC staff and consultants.
- Develop, maintain and support a strong working relationship with the Board of Directors.
- Execute on the strategic direction as set by the Board of Directors. Seek and build Board of Directors consensus on the annual operational plan.
- Expand operational revenue generating campaigns and fundraising activities to support existing operations and specific goals outlined in the annual plan.
- Deepen and refine all aspects of communications including the Center's web presence, social media, monthly member outreach, direct mail campaigns, etc. with the goal of growing fundraising, building a stronger brand and generating a wider audience.
- Schedule and provide regular quarterly reporting to the Board of Directors on budget, including income and expenses, as well as: archival, fundraising activities and progress attained towards operational goals as outlined in the annual operational plan.

Required Skills/Experience

The executive director must be thoroughly committed to the IMRRC mission. All candidates should have proven leadership, fundraising, coaching and relationship management experience. Candidates must be able to demonstrate experience and other qualifications that include:

- At least five years of senior management experience, including a successful track record of effectively leading and scaling a performance- and outcome-based organization and staff, with demonstrated 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 hire, develop and coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with boards of directors, with the ability to cultivate productive working relationships with board members



IMRRC

INTERNATIONAL MOTOR RACING
RESEARCH CENTER

Preserving and Sharing the History of Motorsports

- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Demonstrated success in planning, managing and delivering fund raising campaigns.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed.

Preferred Skills/Experience

- Four-year college degree, graduate degree preferred.
- A passion for and knowledge of cars, racing and automotive history is preferred.
- Experience as an archivist is preferred but not mandatory.

Compensation

- Competitive salary commensurate with qualifications and experience.
- Annual Bonus – Target and payout will be associated with performance-based management objectives determined with the Board of Directors.
- Candidate **must** live or be willing to relocate to within commuting distance to the IMRRC at Watkins Glen.

Interested parties should send a letter of interest, resume and a list of references to:

Executive Director Search Committee
International Motor Racing Research Center
610 S. Decatur Street
Watkins Glen, NY 14891-1613 or
research@racingarchives.org