

## Executive Director, AWDA POSITION DESCRIPTION

The Executive Director of the Aftermarket Warehouse Distributors Association (AWDA) will serve as the liaison between the Auto Care Association and AWDA Community. Providing guidance and primary administrative support for all AWDA-related organizational activities this position will assist in the engagement, growth, and retention of this 600+ member community.

### Responsibilities

- Working closely with the AWDA Board, Advisory Councils, and Task Forces this position will:
  - Oversee and manage meetings, materials, and necessary adjustments to bylaws, charters, etc., including recording all necessary meeting minutes
  - Assist in setting priorities and guiding the direction of the community
  - Provide actionable input from Council(s) to AWDA and Auto Care
  - Create and manage the annual community budget
  - Participate in conference planning meetings to ensure community needs are appropriately represented
  - Manage annual nominating processes
- Recommend, develop, assess, and revise AWDA community practices and policies to provide members with maximum value, while working remaining consistent with Auto Care policies and practices for communities
- Regularly interact with members on topics related to AWDA events, priorities, leadership, engagement opportunities, etc.
- Engage with executive members to understand their needs from the community and Auto Care, while also soliciting their support for relevant projects and activities
- Lead in the evaluation of AWDA and/or Auto Care-related programs
- Act as Auto Care subject matter expert on topics related to members engaged in light, medium, and heavy-duty distribution and their suppliers
- Serve as a spokesperson for AWDA and its members, or recommend other applicable spokespeople
- Coordinate across Auto Care departments to ensure AWDA needs are considered and provide relevant information as requested
- Regularly review and maintain AWDA webpages, including various member listings
- Write or contribute to articles pertaining to AWDA's members
- Act as point of contact for AWDA and HDAW annual conferences
- Manage the promotion, solicitation, selection, presentation, and distribution of all AWDA awards
- Solicit and process conference sponsorships
- Coordinate and manage AWDA-related activities at AAPEX (booth staffing, meeting rooms, etc.)
- Represent Auto Care and AWDA at multiple conferences per year

## Qualifications

- 10+ years of relevant association experience, including direct management of volunteer leadership organizations (Boards, committees, etc.)
- Proven ability to navigate complicated decision-making processes servicing multiple interests
- Prior experience with association acquisitions, mergers, and integrations
- Proficiency in budget development and monitoring
- Strong executive presence, writing, and presentation skills
- Flexibility to adapt to changing priorities and needs of the community and organization
- Ability to work independently and self-manage to accomplish all aspects of a task
- Proficiency with Microsoft Office applications and related professional applications
- Experience managing outside service providers.

The Auto Care Association is the voice for the auto care industry—a coast-to-coast network of 500,000 independent manufacturers, distributors, parts stores and repair shops offering quality, choice and innovation for drivers. The Auto Care Association keeps its members ahead of the curve so they can continue to serve every kind of vehicle on the road today—providing parts and services designed to make vehicles last longer, perform better and keep drivers safer.

At Auto Care Association, we recognize and appreciate the importance of creating an environment in which all employees feel valued, included, and empowered to do their best work and bring great ideas to the table. We recognize that each employee's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to members and partners.

Diversity, equity, and inclusion (DEI) for us represent both a business necessity and a core belief. These concepts represent a fundamental value and code of behavior that impact our daily interactions and decisions. DEI is the result of respecting, valuing, and caring about others and the lives we touch through member engagement, our products, messaging, and operations.

Auto Care Association is committed to providing an inclusive and welcoming environment for all members of our staff and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of our activities or operations.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Senior Director of People Operations, Auto Care Association, at [autocarejobs@autocare.org](mailto:autocarejobs@autocare.org).