



American Historic Racing Motorcycle Association

Contractor Title: Executive Director

Reports to: Board of Trustees

Classification: Independent Contractor (1099)

Direct Reports:

- Membership Coordinator
- Communications Director
- Publications Editor
- Business Development, Ad Sales
- Road Race Director
- Off-road Race Director
- Dirt Track Director
- Office Manager

Job Overview: Job Overview: Planning, organizing, staffing, motivating and leading AHRMA in a manner that supports and achieves the goals established by the board of trustees by following AHRMA's policies, procedures, and rules. This role is considered the COO of the organization and is responsible for the day-to-day operations of AHRMA.

Responsibilities and Duties (include, but not limited to):

- Monitor and manage day-to-day operations of the association.
- Establish and maintain banking and professional relationships.
- All financial functions of the organization.
- Annual trustee election process
- External financial and tax reporting.
- Attend Board of Trustee meetings and Executive Committee meetings.
- Maintain event attendance reporting.
- Assist membership office in membership retention.
- Point of contact for membership regarding any question or concern brought forward.
- Work with Race Directors on creation of schedule and contract review/approval.
- Work with staff to secure sponsorships as needed for AHRMA race programs.
- Monthly review of pre-print version of AHRMA MAG with Communications department.
- Duties assigned and/or delegated by the Treasurer and Secretary of the Board of Trustees.
- Billing and collection of advertising invoices in AHRMA MAG.
- Point of contact for AHRMA's investment accounts and reporting of such accounts.
- Assemble annual operating budget.
- Other duties as assigned.

Education Requirements:

- BS or BA with an emphasis on Business and/or Management.
- Advanced degree preferred.

Skill Sets required:

- Computer proficiency with MS Office, online systems (MSR a plus), and others as needed.
- Collaborator with positive relationships with internal and external partners, and AHRMA management.
- Exceptional people skills.
- Excellent communication skills, both verbal and written.
- A passion for motorsports, specifically vintage/classic motorcycle racing.