



The **Motor Press Guild (MPG)**, North America's largest automotive media association, has opened bidding on the following two contracted positions:

Business Operations Manager

The Business Operations Manager shall be responsible for the day-to-day operation of the MPG, overseeing office functions, monitoring the work of vendors, maintaining communication between the various levels of the MPG infrastructure, executing directives of the Executive Director. A 50/50 time split is expected between Business Operations functions and Projects/Programs work.

To that end, the Business Operations Manager shall:

Management of MPG Board of Directors Meetings

- Coordinate Board meetings, conference calls and catering needs. Modify Meeting Documents as needed.
- Track & File Board Resolutions, Meeting Minutes, Presentations.
- Ownership of Corporate Documents: MPG Bylaws, Conflict of Interest, Training policies, and Organizational Documents (Secretary of State Filings, 501 C 3 filings/updates, etc).

Business Management & Accounting

- Oversee Federal Tax Payments via Payroll System
- Manually submit Federal Tax (Form 990) every quarter
- Receive, review, and process payment and purchase order requests, assuring compliance with all financial Standard Operating Procedures (SOPs). Coordinate Annual Organizational Audits with 3rd party CPA firm
- Process Employee Expense Reports
- Reconcile the department budget with MPG's CPA and prepare monthly budget reports. Handle administrative matters by researching, recommending and implementing procedures.
- Oversee Payables / Receivables, send out Invoices as needed.
- Assist Executive Director and President with oversight of the operating budget of the MPG, initiating and assisting the creation of the annual budget.
- Office Supplies and facilities oversight as needed.
- Work to assure continual flow of necessary information and data from the Office Administrator to the Webmaster.
- Employee/Contractors Agreements & Processing

Document Control & Training

Responsible for overall document control and training processes. Electronic (Dropbox) file sharing, manual backup systems, and a training system that is consistent with MPG standards.

Executive Assistant Duties

Assist MPG Executive Director and Board with travel arrangements. Answer and route telephone calls, distribute mail and faxes, update and maintain calendars, and maintain paper and computer files.

Membership

Keep all membership lists and databases up to date. Provide and mail new membership packets, including welcome letter, website instructions, Media Guide, cards, etc.

Project/Program Areas

- Event Management: Manage registration desk at monthly luncheons. Provide administrative support for special projects, presentations, reports, etc.
- Public Relations & Marketing: Press Releases Preparation, Wire announcements, Organizational Literature, Business Cards, General Organizational Inquiries

- Development: Commercial Bank Relationships, Networking and Relationship Building.
- Venture Management: Work with MPG chairpersons on business development and commercialization activities associated with its portfolio of companies and automotive community

Qualified candidates will be sent a formal RFQ if chosen by the MPG Search Committee.

To express your interest, please send your resume to:

Joni Gray, MPG President at gray.joni@gmail.com by Friday, April 11, 2014.

MPG Executive Director

The MPG Executive Director will have overall strategic and operational responsibility for MPG Nonprofit's staff, programs, expansion, and execution of its mission. She or he will initially develop deep knowledge of field, core programs, operations, and business plans. The contract job includes overall leadership and management, fundraising and communications along with planning and new business.

Leadership & Management

- Develop the organizational structure of MPG, a 501(c)(7) non-profit organization.
- Maintain and develop event calendar/chart for all events and activities.
- Ensure ongoing local program and event excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize MPG Nonprofit volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations.
- Lead, coach, develop, and retain MPG's high-performance senior management/event chairperson team. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Serve as corporate memory to maintain a consistency of Board actions, acting as an information source on organizational programs, policies, and procedures.

Fundraising & Communications

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.
- Deepen and refine all aspects of brand communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business

- Design expansion, improve quality and complete the strategic business planning process for the program expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

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