

**Position:** Chief External Affairs Officer  
**Supervisor:** President & CEO  
**Status:** Full Time  
**FLSA:** Exempt  
**Location:** Washington, DC

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The Alliance for Automotive Innovation is seeking a goal-oriented visionary to serve in a critical new role as Chief External Affairs Officer. The Chief External Affairs Officer will create and lead all externally facing initiatives that will generate brand, build mobilization capabilities and strengthen advocacy and communications in alignment with our mission, values, and strategic plan for the Association. As a key member of the Executive Team, the Chief External Affairs Officer will serve as an articulate, ardent, and visible spokesperson throughout the organization and among members.

## **RESPONSIBILITIES**

### **External Affairs**

- Develop and implement a comprehensive external affairs strategy that aligns with Auto Innovators' mission, values, and strategic objectives.
- Collaborate with senior leadership to integrate external affairs efforts into the overall organizational strategy.
- Identify and establish partnerships with external organizations, coalitions, and influencers that align with Auto Innovators' strategic initiatives.
- Provide strategic vision and oversee plan and execution of marketing collateral for Auto Innovators.
- Create external marketing and public relations strategy that will allow Auto Innovators' leadership to cultivate and enhance meaningful relationships with targeted, high-level external audiences.
- Identify challenges and emerging issues faced by the organization. Work with leadership team and staff to recognize internal and external advocacy and communications opportunities and solutions; define and execute appropriate strategies to support them.

### **Advocacy Mobilization**

- Spearhead the development, execution, and evaluation of a comprehensive mobilization strategy that will enhance Auto Innovators' position with new and existing audiences and prospective members.
- Define, build, protect, and promote Auto Innovators advocacy efforts throughout all external communications.
- Collaborate and advise with the SVP, Communications on all crisis communications.

## **Research**

- Oversee and manage the research and data team with emphasis on growing the research capabilities of the association.
- Manage research staff responsible for development and implementation of research strategies, managing projects and ensuring timely delivery of research findings and products.

## **External Affairs**

- Manage the External Affairs team comprised of Communications, Research and Mobilization teams to promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Set clear objectives, goals, and metrics for the entire External Affairs team to guide sustainable growth.
- Mentor and develop staff using a supportive, consistent and collaborative approach.
- Oversee the day-to-day activities of the external affairs function including budgeting and planning.
- Serve on the Operations Council to advise the President & CEO on strategic initiatives.

## **QUALIFICATIONS**

- Minimum 10 years of experience in a senior management role either in-house or with an agency. Capitol Hill and/or campaign experience highly desirable.
- Demonstrated skills in successfully implementing mobilization, marketing and communications initiatives.
- Innovative thinker, with a track record for translating strategic thinking into action.
- Experience in building, mentoring, and coaching a team of communications, research and mobilization specialists.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Stature, gravitas, and confidence to gain the credibility and respect of a high-performing Executive Committee and Board of Directors.
- Self-reliant problem solver
- Ability to make decisions in a changing environment and anticipate future needs.
- Excellent and persuasive communicator.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance, and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, Executive Committee, Board Members and staff.
- Passion for Auto Innovators' mission.

## **Equal Employment Opportunity**

At Alliance for Automotive Innovation, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other

protected status designated by federal, state or local law. Employment is contingent upon successful completion of a reference and background investigation based on a position.