

# EXECUTIVE POSITION PROFILE

## Vice President, Federal Affairs

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# Table of Contents

*Click any section in this Table of Contents to go directly to that page.*

*Click on the page number at the bottom of any page to return to the Table of Contents.*

<b>I. Opportunity.....</b>	<b>3</b>
Scope of the Position	
Key Responsibilities	
Experience and Qualifications	
<b>II. Organizational Review .....</b>	<b>5</b>
About the Auto Care Association	
About the industry	
Auto Care Association Primary Initiatives	
Web Presence	
Headquarters Address	
<b>III. About Vetted Solutions .....</b>	<b>7</b>

# I. Opportunity

## Scope of the Position

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 and 4.6 million jobs to the US economy. This 3,000+ member, \$18 million organization is headquartered in Bethesda, MD.

The auto care industry is undergoing significant change and the Auto Care Association is not only adapting with its members, but continuing to provide industry-leading resources to help its members navigate these changes, including the increasing use of technological advancements. The Vice President, Federal Affairs is responsible for defining, developing, implementing, and managing a strategic government affairs approach and achieving effective outcomes for the auto care industry. This position develops and maintains relationships with relevant individuals, organizations, and agencies within the federal and state government. This forward-thinking role is critical to the long-term viability of the industry and the association.

The Vice President will proactively identify, recommend, and execute targeted activities to advance Auto Care, its goals, and mission. The Vice President will lead the government affairs team and apply resources to deliver high value outcomes that promote Auto Care and its strategic goals. The successful candidate will represent Auto Care's policies and positions both in writing and in person at appropriate legislative and policy hearings and meetings and will monitor and inform Auto Care staff and board members of legislative, regulatory, and other issues of importance to the Auto Care industry by developing appropriate context and communication channels. The position will work to understand and coordinate relevant state activities.

In conjunction with the entire government affairs staff and marketing, this position will also have an exciting mission to more actively engage members in the political process, develop active advocacy coalitions within the membership, and increase awareness of the association's initiatives both internally with the membership and externally with government and financial entities and communities.

## Key Responsibilities

Auto Care's government affairs department represents the industry's complex set of interests before federal and state legislators and regulators and advocates for policies that are favorable to its member businesses. The Vice President will manage the government affairs team and activities to achieve desired outcomes.

### Government Affairs Responsibility

- Establishes and maintains contact with Congressional and agency staff as well as officials in private sector groups and organizations to advance the Auto Care Association and its mission.
- Serves as Auto Care representative to promote the organization's policies, positions, and initiatives.
- Determines best use of government affairs staff and resources to advance the association's goals.
- Prepares and delivers legislative and regulatory correspondence and comments on behalf of Auto Care.
- Attends, monitors, and reports on Congressional and agency hearings and meetings.

- Serves as the Auto Care representative to government and non-government committees, coalitions, and advisory groups as appropriate.
- Gathers and analyzes information important to Auto Care and educates its members.
- Serve as co-staff liaison to the Board's Government Affairs Committee with the Senior Vice President.

### **Management Responsibility**

- Lead government affairs team that currently includes 4 individuals.
- Foster and support a high-quality staff. Identify opportunities for team/individual improvement and develop plans to ensure growth. Determine team structure for most effective use of time and resources.
- Collaborate internally to keep up-to-date on issues, such as telematics, and create comprehensive strategies to strengthen the Auto Care Association's leadership role.
- Gather and analyze information relative to issues that are important to the organization and educate Auto Care board, management, and staff as to the ramifications of those issues while providing a strategy.
- Act as a resource on federal government activities (legislative, regulatory, etc.) to Auto Care staff.
- Manage the Auto Care Association's Political Action Committee (ACPAC).
- Maintain Auto Care's integrity and leadership in the aftermarket auto care industry.

### **Experience and Qualifications**

- 10+ years of government relations experience including work on Capitol Hill with Congress and Federal agencies. Experience with state agencies is a plus.
- Demonstrated ability to manage government affairs team and activities to achieve desired outcomes.
- Strong communication skills – both written and oral.
- Demonstrated success in managing and building strong relationships with membership and relevant associations.
- Proven collaborator who can create and lead coalitions and partnerships of like-minded groups to address common issues.
- Ability to advocate and influence and communicate industry issues succinctly to lawmakers, members, and agency representatives.
- Ability to draft proposed legislation for lawmakers.
- Tactical and forward thinking with demonstrated ability to develop and execute ideas and strategic vision.
- Excellent interpersonal and organizational skills.
- Demonstrated success at motivating and developing a team.
- Strong drafting and public speaking experience.
- Knowledge of auto care industry may be helpful, but not required.
- Bachelor's Degree required.

## II. Organizational Overview

### About the Auto Care Association

The Auto Care Association is the voice of the \$381 billion plus auto care industry. It provides advocacy, educational, networking, technology, market intelligence, and communications resources to serve the collective interests of its members.

The Auto Care Association has more than 3,000 member companies representing approximately 150,000 independent businesses that manufacture, distribute, and sell motor vehicle parts, accessories, tools, equipment, materials and supplies, and perform vehicle service and repair.

The Auto Care Association is the only trade association that represents the entire auto care industry distribution channel. The Auto Care Association's vertically integrated membership includes manufacturers, warehouse distributors, jobbers, retailers, service chains, manufacturers' reps and independent repair shops and other auto care-related businesses and organizations. Only the Auto Care Association provides suppliers with direct access to buyers and vice versa.

The Auto Care Association mission is to protect and advance the interests of businesses providing aftermarket products and services for all classes of motor vehicles.

### About the industry

The 500,000 businesses in the auto care industry form a coast-to-coast network of independent manufacturers, distributors, repair shops, marketers, and retailers small and large. At its core, this integrated grid of professionals is dedicated to providing quality parts, products, and vehicle service and repair for all 278 million cars and trucks on the road today.

But the industry is far more than our total number of businesses. We represent choice: because drivers should be free to decide for themselves where to go

for car care, even if it means their own driveway or garage. We represent innovation: working relentlessly to make the entire supply chain more efficient while enhancing the end-customer experience. And when we say "independence drives us," it means your independence as well as ours. Our industry has always been on the technological forefront. We are the third largest job provider in the country, and we need to magnify our voice at both the federal and state level to guarantee consumers have the choice to have their vehicle repaired at their preferred location.

### Auto Care Association Primary Initiatives

#### Technology Standards

The Auto Care Association develops and maintains technology standards and best practices that help keep our supply chains running smoothly and our customers satisfied through the standardization of product data. Utilization of these technology standards and best practices allows the auto care industry to pool resources and leverage economies of scale. The Association manages technology products under the guidance of the Technology Standards Committee (TSC). The TSC is comprised of volunteer leaders who provide input and guidance to the association, and act as an industry sounding board. The TSC sets the direction and approves changes to the standards managed by the association. Technology products are available to Association members and nonmembers.

#### Professional Development

Our industry is only as strong as the professionals who keep it moving. The auto care industry is always changing, which is why we offer so many opportunities for professional development—from AAPEX, the industry's annual trade show, to segment-specific events and publications that deliver the latest industry news and insights.

- Young Auto Care Network Group (YANG) was formed with a desire to help young professionals establish a circle of peers to grow with alongside their careers. YANG provides young auto care professionals in their twenties and thirties the opportunity to network with industry peers, enhance knowledge, and improve leadership capabilities. This is our largest community of more than 1,500 members.

### **Market Intelligence**

The market intelligence team assesses and evaluates current industry trends, and produces exclusive resources of industry data and analysis that are designed to strategically position companies for the future. Rich and forward-looking, the publications cover every corner of the industry. These publications which are critical components of our member's research portfolios include:

- Auto Care Factbook (published annually both in digital and hard-copy formats)
- International Reports for Mexico and China
- Periodic Trend Study Reports — Tool & Equipment Purchasing Trends and Collision Repair Trends
- Product performance benchmarking and category management

### **International**

The Auto Care Association works to support international regulations and treaties that assist the industry's efforts to reach customers everywhere and break down trade barriers in emerging markets. The association has an ever-increasing presence in the international automotive community, identifying and promoting international business opportunities for its members.

### **Web Presence**

[www.autocare.org](http://www.autocare.org)

### **Headquarters Address**

7101 Wisconsin Ave.  
Suite 1300  
Bethesda, MD 20814  
(The association is relocating into the District of Columbia in June 2019.)

# III. About Vetted Solutions

**Vetted Solutions** is a Washington DC based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on CEO and senior staff positions.

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