



## **Executive Director, The Revs Program, 1M3, Exempt**

The Revs Program at Stanford was founded to inspire a new trans-disciplinary field connecting the past, present and future of the automobile. The Revs Program fosters an intellectual community bridging the humanities, fine arts, social sciences, design, science and engineering, and the professions.

The Executive Director's primary role is to lead and grow the Revs Program at Stanford as it becomes a vital, thriving, self-sustaining organization with significant impact on the University and the world. A measure of Revs' success will be the ability to expand the program's research and academic curriculum and attract additional funding for the Program. The Executive Director will work closely with the faculty Director and Co-Directors as well as other administrative staff and the External Advisory Board to develop and implement the Revs Strategic Plan and provide input and creativity to goal-setting and Program direction.

### **POSITION DETAILS**

The Executive Director is responsible for a wide range of activities from the highest level of program development about the past, present and future of the automobile to strategic project management to the cultivation of the Revs community and potential donors.

The position requires strategic talents to develop a wide range of programming on the campus and nationally; ability to articulate, in a compelling and sensitive fashion, the results, goals, and needs of the Revs Program to diverse constituencies; ability to craft and implement fundraising plans; managerial skills in strategic management of projects/team from a varied set of disciplines; understanding of budgeting and financial planning; and excellence in working with faculty, staff, and students.

#### **Program development (30%)**

Design, manage, and develop Revs activities and events including but not limited to lectures, symposia / workshops, gatherings of automotive experts and aficionados, historic car shows, and motorsport events while being cognizant of the resource requirements of committing faculty, students and staff. Keep abreast of Revs projects and present those projects to interested audiences. Recruit Stanford faculty to Revs, relying on expertise, current knowledge of Stanford faculty interests and research efforts, and awareness of industry and collector trends and activities. Coordinate with other campus organizations (such as the Program in Science Technology and Society, Center for Automotive Research at Stanford, and others) in areas of common interest and develop joint programs. Work with faculty and students to develop new initiatives.

#### **Leadership, management and coordination of the Revs community (20%)**

Lead, manage, coordinate and nurture the Revs community, which currently consists of the Revs Faculty Director and Co-Directors, private donors and other supporters, one Program Manager (60% FTE), the SULAIR Revs team, the Executive Advisory Committee, the student researchers on the Revs team, and car enthusiasts in the extended Revs community (approx. 1000 individuals). Foster activities and interactions that integrate students, faculty, and donors across disciplines and different research projects.

#### **Outreach and public relations (20%)**

Establish and maintain relationships and communications with the Revs Program's key donors and the academic programs supported by the Revs Program. Cultivate and maintain community and academic relationships. Develop and implement public relations and website strategies to build awareness of Revs at Stanford locally, nationally and internationally. Host visits by high-level donors, give Revs tours at various levels of complexity. Work with and



present to the media and develop media strategy. Represent the Revs Program at events related to Revs' core goals both at Stanford and internationally.

### **Financial management and risk mitigation (10%)**

Work with the Director and others to develop budgets. Perform strategic financial planning. Work with Project Manager to ensure that budgets are effectively managed.

### **Develop and lead fundraising efforts (10%)**

Develop fundraising goals and campaigns targeted at initiating and growing the Revs Program's research and developing automotive focused academic curriculum. Develop special programs and events to showcase the Revs Program among target constituencies. Develop and implement campaigns for initiatives supporting Revs, such as the introduction of new programs.

### **High-level project and event management (10%)**

Develop strategic project management. Work closely with the Project Manager to ensure successful completion of a wide range of Revs projects at Stanford and at other locations. Develop guidelines and procedures to mitigate risk to Rev's assets and resources, including human resources.

## **REQUIRED QUALIFICATIONS**

- 4 year degree required; Advanced degree strongly preferred
- 5 to 10 years of job related experience required
- Deep understanding and appreciation of the past, present, and future of the automobile and/or the automobile's impact on every aspect of life
- Ability to clearly articulate and understand a variety of research and teaching programs
- Ability to effectively articulate the vision of the Revs Program and how it fits within Stanford and externally to a diverse community
- Ability to develop creative ideas and make decisions in an extremely fast-paced environment, building the Revs community and nurturing its entrepreneurial spirit
- Ability to present to a variety of audiences
- Ability and willingness to travel to support research projects and to present to diverse audiences
- Ability to manage and plan budgets using university systems and complying with university
- Ability to work closely with faculty, students, and staff
- Ability to co-develop activities with the Revs Institute and other organizations
- Demonstrated proficiency with standard office applications (e.g., Word, Excel, PowerPoint)

**The final candidate will need to successfully pass a background check to be considered for this position**

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