



### **IRP, Inc. Seeks Chief Executive Officer**

**Position:** Chief Executive Officer of International Registration Plan, Inc., a Virginia nonstock corporation (IRP). IRP is a 501 (c) (3) non-profit organization with a staff of 6 and an annual budget of \$1.3M.

**Salary:** \$110,000

**Application Deadline:** March 30, 2012

The CEO serves to lead and manage IRP, Inc., the repository of the International Registration Plan (IRP). The International Registration Plan is a registration reciprocity agreement among states of the United States, the District of Columbia and provinces of Canada providing for payment of license fees on the basis of fleet distance operated in various jurisdictions. The primary responsibility of this position is to manage and oversee all of the affairs of the corporation and ensure that all orders and resolutions of the Board of Directors are carried out. Duties include advising the board of directors, preparing an annual budget, overseeing day to day operations of all programs and services, supervising IRP, Inc. staff, developing and implementing strategies to achieve the organization's goals, serving as the spokesperson for the organization, representing the organization at various conferences and meetings, and assessing and developing member services. For additional information regarding IRP, Inc., see the IRP, Inc. website: [www.irponline.org](http://www.irponline.org).

Candidates should possess a Bachelor's degree in business or public administration or a closely related field from an accredited four-year college or university (Master's degree preferable). A minimum of ten (10) years of demonstrated progressively responsible experience in association management or equivalent organizational management experience. Equivalent managerial experience could include ten years of experience directly managing programs and organizations that demonstrate personal possession of the knowledge, skills and abilities described below. (Note: Additional responsible professional experience may substitute for required education on a year-for-year basis.)

IRP, Inc. requires a candidate who possesses the following knowledge, skills and abilities: developing, implementing, monitoring and measuring strategic plans; budget and financial management and investment oversight; association management and/or management of a large organization; legislative framework and the regulatory framework of government at all levels; excellent oral and written communication, presentation and interpersonal skills; understanding of North American transportation, motor vehicles, motor carrier or other equivalent experience or knowledge; strong leadership and management skills; strong customer/member service skills; political and organizational sensitivity skills.

Position requires frequent travel to conferences, meetings and workshops, including overnight travel. Position may require some or all work from home as non-traditional office settings are being explored by IRP, Inc.

Interested candidates should send a cover letter, resume, and three professional references to:

[CEOSearch@irpmail.org](mailto:CEOSearch@irpmail.org).