

Coordinating Research Council

CRC Deputy Director Job Description

CRC Background

The Coordinating Research Council (CRC) is a non-profit organization that directs, through committee action, engineering and environmental studies on the interaction between automotive/other mobility equipment and petroleum products. The Sustaining Members of CRC are the American Petroleum Institute (API) and a group of automobile manufacturer members (Chrysler, Daimler, Ford, General Motors, Honda, Mitsubishi, Nissan, Toyota, and Volkswagen). CRC research programs are managed by five technical committees (Advanced/Vehicle/Fuel/Lubricants, Atmospheric Impacts, Emissions, Performance, and Aviation.)

The formal objective of CRC is to encourage and promote the arts and sciences by directing scientific cooperative research to develop the best possible combinations of fuels, lubricants, and the equipment in which they are used, and to afford a means of cooperation with the Government on matters of national and international interest within this field. (www.crcao.org)

Responsibilities

- Support & Coordinate CRC Research for Technical Committees
 - Arrange agendas and Track Projects being conducted by the Committees
 - Negotiate and place research contracts with outside organizations
 - Track and Update Committee Budgets
 - Work directly with and oversee CRC administrative staff assigned to Committees
 - Work with Committee & Group chairs to monitor research progress and develop reports to the CRC Board of Directors
 - Coordination of Public Workshop activities for assigned Committees
- Support Council & serve as Deputy to Executive Director for fiduciary and contractual administration
- Travel in support of CRC meetings & workshops (nominally 15-20 trips per year)
- Manage special assignments in support of the needs of CRC & their members established within the scope of the organization

Requirements

- Bachelor's Degree in Engineering or related discipline, or equivalent professional experience
- 8-10 years of work experience in an engineering or technical environment, or equivalent college curriculum
- Excellent written & verbal communication skills
- Working knowledge of automotive / fuels research field
- Proficiency with personal computers and standard software (e.g. MS Word, MS Excel, etc.)
- Proven ability to work & communicate in a group setting

Desired Deputy Director Qualifications/Skills

1. Must enjoy working with people (have extraordinary people skills)
2. Must be a great communicator (verbal and written)

3. Have demonstrated experience with research contracting
4. Have professional experience in technical report writing and editing
5. Have related industry work experience (ideally not with auto or oil industry)
6. Enjoy some domestic travel
7. Enjoy living in Atlanta area
8. Enjoy working in an office environment with other dedicated staff and have interest in small business management
9. Have demonstrated expertise in managing budgets
10. Demonstrate time management skills needed to deal with multiple project priorities

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