



THE MTFCI IS SEEKING
APPLICANTS FOR THE
POSITION OF

EXECUTIVE DIRECTOR

Upon the retirement announcement of Steve Bumgarner, the MTFCI is looking for a new Executive Director for the Model T Ford Club International and the Model T Ford Club International Foundation. The person we want to unite with should have great social skills and the ability to communicate with members. We are looking for a team player who can work side-by-side with our Board of Directors to help grow and sustain our club.

Job duties include (but are not limited to):

- Carry out mandates of the Board of Directors and MTFCI president
- Mail/e-mail renewal notices to members
- Enter and maintain membership data into the club database
- Generate mailing lists of members
- Assist the Board of Directors with club sales, inventory, and receipts
- Maintain proper stationery and inventory of supplies
- Prepare quarterly reports of quarterly board meetings
- File annual nonprofit and corporation forms with the state of Illinois
- Assist the Treasurer in preparing and maintaining a budget
- Maintain constant backup of all MTFCI and MTFCI Foundation files
- File sales tax report for sales tax license as required by the State of Pennsylvania
- Prepare paperwork for the Federal and State income taxes for the MTFCI and MTFCI Foundation
- Act as an official agent of the MTFCI and MTFCI Foundation and promote both in a positive manner
- Assist in maintaining positive relationships with chapters

Skills and qualifications:

- Administrative and bookkeeping experience
- Working knowledge of Microsoft Office Suite and QuickBooks
- Strong financial background
- Solid organizational and time management skills
- Friendly personality with strong interpersonal skills
- Ability to communicate effectively, both verbally and in writing
- Nonprofit experience preferred

If you feel you would be a great asset to the Model T Ford Club International and meet these requirements, please send a resume with compensation expectations and a cover letter telling why you think you would be a good fit for the Executive Director position. **E-mail your resume and cover letter to president@modelt.org by March 28, 2025.**