



ADMINISTRATIVE COORDINATOR POSITION DESCRIPTION

REFERENCE JOB#: W-5500

POSTED: 8/2/17

CLOSES: When Filled

APPLICATION PROCESS: See bottom of ad

RPM is an Equal Opportunity Employer

EFFECTIVE DATE: 6/27/17

FLSA CLASS: Non-Exempt

FTE STATUS: 1.0 (Full-time)

DRIVING CLASS: Required

REPORTS TO: RPM Foundation President

SUPERVISES: RPM Volunteers

GENERAL SUMMARY:

The Administrative Coordinator provides fundraising, marketing, program, and administrative support to RPM's President. The incumbent to this position is based in RPM's Chicago office and reports to the RPM Foundation President. While this position generally works Monday through Friday, some weekend work is required.

The Administrative Coordinator provides communications and operational support for RPM and serves as a primary backup to the RPM President. This position assists in the development and implementation of programs and initiatives to promote the vocational skills necessary for the restoration and preservation of collector vehicles — cars, motorcycles, boats — and to generate interest in such careers among our nation's youth. Additionally, this position helps promote America's Automotive Trust (AAT) and America's Car Museum (ACM), two associated entities of the RPM Foundation.

The Administrative Coordinator oversees duties which require the regular use of discretion and sound judgment to make decisions in support of the organization's objectives and the ability to work independently with general instructions, while maintaining a team oriented approach and attitude. Regular and predictable on-site attendance, problem-solving, and attention to detail are regular elements required of this position. Significant ongoing responsibilities include, but are not limited to: Assisting with fundraising, marketing, communications, programming, and event planning and implementation; Entering and tracking data; Creating reports; Narrative writing; and, Conducting outreach to and follow-up with constituents, schools, teachers, shops, clubs, and vendors.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

1. Support RPM's President in the development and implementation of RPM's national educational initiatives to preserve the vocational skills necessary for the preservation and restoration of collector cars plus promote and facilitate the training of high school and college level students for careers pertinent to classic vehicle preservation and restoration;
2. Support RPM's fundraising strategies and initiatives and collaborate with AAT's Marketing and Development Departments to assist with the fundraising and marketing necessary for RPM to thrive;
3. Further RPM's mission while helping to build, manage and expand RPM programs;
4. Provide clerical and administrative operational support to the RPM Foundation, the RPM Foundation President, and the RPM Board of Directors to aid in the development and implementation of RPM's initiatives, fundraising and engagement, and marketing & communications, programs-events-meetings and administrative;
5. Support marketing and communications efforts through collaboration with AAT's Marketing and Communications Department;
6. Support and promote the mission of AAT, RPM, and ACM, particularly the vision to promote America's automotive heritage and educational programs.

MAJOR RESPONSIBILITIES:

Under the general direction of the RPM Foundation President, major responsibilities include:

1. Fundraising & Engagement: Supporting fundraising and engagement efforts by contributing to strategic planning efforts and assisting in the implementation of RPM engagement programs, initiatives, and annual appeals;
2. Education & Industry: Supporting RPM's market research initiatives;
3. Marketing & Communications: Supporting RPM's market-facing strategic priorities and tactical initiatives;
4. Programs, Events & Meetings: Supporting the development and implementation of external and internal initiatives that actively engage RPM's varied constituents;
5. Administrative: Providing clerical and administrative operational support to the RPM Foundation.

QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess: A valid Driver License and the ability to drive a manual transmission vehicle; An Associate's Degree in Business Administration, Marketing, Communications, or English (Other degrees may be considered based upon relevance.); A minimum of one year administrative office experience, preferably as an Office Coordinator or Administrative Coordinator, and additional experience above minimum requisites may substitute for educational requisites on a year for year basis; Professional writing and proofreading skills; and, Basic skills in the use of MS Word, Excel, PowerPoint and Outlook. Additionally, the incumbent must be a team player, able to work independently and collaboratively within an interdepartmental collaborative environment and must possess a keen attention to detail with the ability to sustain ongoing clerical and administrative operational activities. The incumbent must have a history of being actively engaged in the collector car community.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A solid proficiency in the English language with professional communication skills including excellent written, oral, presentation, and interpersonal skills;
3. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
4. Excellent organizational, tracking and administrative skills with the ability to manage a wide range of tasks with competing timelines and interests;
5. An appreciation for historic and collectible vehicles;
6. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors—around accomplishment of specific purpose;
7. Ability to work with remote colleagues, ambassadors, Board Members and other constituents;
8. Effective project management skills, attention to detail, and ability to drive projects toward successful completion;
9. Appreciative of RPM's core values of generosity and hospitality, among others;
10. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
11. Basic skills in navigating web browsers and a willingness to grow to an intermediate skill level or above;
12. Proficient telephone skills – making calls, leaving succinct, friendly voicemail messages, retrieving voice mail messages and following up/passing along messages as appropriate;
13. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
14. The ability to communicate and work effectively with a variety of internal and external stakeholders;
15. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
16. The ability to stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors, read and interpret manuals and instructions, critically analyze and resolve quantitative, and logistical problems, and effectively communicate verbally, and in written format.

WORKING CONDITIONS:

1. Exposure to an office environment on a regular basis with limited exposure to shop, commercial retail, and outside environments;
2. Minimal exposure to cleaners and various other chemicals;
3. Minimal exposure to dust, gases, and fumes.

RESPONSIBILITIES:

FUNDRAISING & ENGAGEMENT

1. Serves as secondary contact for donors and prospects, following initial contact by the President;

2. Helps build and support new programs, including the alumni program, Young People's Network, and Restoration Shop Association;
3. Coordinates customized mailings and annual appeals to donors and prospects;
4. Writes donation proposals and Your-Donation's-Impact Updates;
5. Collaborates with ACM's Finance Department to complete forms in compliance with US state charitable solicitation legal requirements;
6. Coordinates donation acknowledgments in alignment with AAT's Development Team's guidelines;
7. Collaborates with AAT's Institutional Advancement Department to ensure proper gift recording into the Altru CRM system and the fulfillment of donor benefits and recognition;
8. Works in collaboration with AAT's Institutional Advancement Department to produce fundraising reports and related data;
9. Supports RPM's President and RPM's Board with clerical and administrative functions related to fundraising planning and communications.

EDUCATION & INDUSTRY:

1. Supports RPM's thought leadership role in the Collector Car Industry by compiling, organizing and maintaining workbooks/worksheets listing schools with restoration programs, RPM students and restoration shops;
2. Assists and supports RPM's research projects focused on automotive and marine hot-spots for schools, shops, clubs, corporations;
3. Reports research findings and utilize as "shared resources";
4. Produces and distributes data compiled and collected by research intern;
5. Provides assistance with the development and implementation of new programs, including RPM Career Services, RPM Recruiting Services and related materials.

MARKETING & COMMUNICATIONS

1. Supports RPM's marketing strategies and initiatives, including art directing, content creating, project management and constituent outreach;
2. Supports efforts to increase RPM awareness by creating content and managing and maintaining RPM content (editorial photograph, and videos) for newsletters, social media, websites, club newsletters, industry magazines, other publications and internal documents;
3. Obtains estimates/quotes for printing, coordinates shipping, coordinates shipments, receives products and collaterals, and distributes gathers, and organizing photographs;
4. Coordinates the updating and replenishing of collateral materials as budget allows;
5. Collaborates with AAT's Marketing and Communications Department for the updating of collateral materials and website content;
6. Organizes and manages RPM's annual advertising initiatives with club newsletters and industry magazines;
7. Writes and updates the Ambassador's Guide Book in consultation with ACM's Volunteer Coordinator;
8. Organizes and manages the inventory and distribution of all RPM branded garments & promotional items;
9. Captures the stories and/or autobiographies of RPM programs ambassadors and alumni, for reporting impact, social media/website, writing news, promotional use, and appeal and grant support;

10. Assists with the coordination of, and supports collateral production (final files, quotes, paper, receiving, shipping, and distribution) and maintains positive vendor relations;
11. Supports and coordinates RPM related communications within AAT, ACM, and Hagerty;
12. Liaises with Hagerty Insurance, other large stakeholders and constituents.

PROGRAMS, EVENTS, & MEETINGS:

1. Assists with the planning, development and implementation of key meetings and related materials, including: creating and managing worksheets of invitees/attendees and supporting efforts to maximize attendance. Key meetings include but are not limited to: Board Meetings, Summit Meetings, panel discussions, fundraising events, friendraising events, and impact lunches/dinners;
2. Participates in, and represents, RPM and AAT at programs and events as needed. This will require some traveling and some weekend work;
3. Participates in selected programs/events/meetings with or in lieu of RPM's President;
4. Provides assistance and support at public presentations;
5. Participates as a presenter in the absence of the RPM President;
6. Provides Board Meeting Support:
 - a. Prepares and distributes print and digital Board Books;
 - b. Communicates Board Meeting information to the Administrative Coordinators of the Board of Directors and assists with Board-related arrangements for the RPM Board members, such as lodging, RSVP's, meeting food & beverages, event space and equipment;
 - c. Completes updates to the RPM Board Manual;
 - d. Coordinates group sales/room blocks and communicates with Board Executive Assistance;
 - e. Provides agendas and records minutes for all RPM board and committee meetings.

ADMINISTRATIVE:

1. Performs administrative duties for RPM's President, especially CRM database recordkeeping and database workbook-building;
2. Assists with President's Monthly Reports, including the President's Status Reports;

3. Completes donations data entry and reporting; Tracks expenses and completes expense logs; Creates and processes purchase orders and reimbursements; Tracks projects in-progress; Generates reports as directed; Processes, relays, and responds to daily communications; Assists in problem-solving; and Oversees the coordination and supervision of RPM Chicago and Tacoma-based administrative volunteers;
4. Ensures accuracy of records, accessibility of data, and proper acknowledgement of gifts through partnering with AAT's Institutional Advancement Department for donor and constituent tracking, reporting, and follow up;
5. Maintains vendor relations, including best pricing;
6. Creates and Submits travel and in-kind expense reimbursement forms and monthly RPM credit card statements;
7. Completes scanning, filing, and other clerical work;
8. Creates, prepares, and reviews documents and reports;
9. Oversees Chicago- and Tacoma-based Administrative Volunteers who receive mail, open it, review and determine where to channel it, file, maintain literature;
10. Attends meetings as needed;
11. Orients new volunteers, ambassadors, interns, and team members to RPM;
12. Answers, responds to, and routes general incoming RPM phone calls and emails.

DATA MANAGEMENT

1. Collaborates with the AAT Institutional Advancement team's database and membership personnel to maintain RPM donor, supporter, and contact data within the Altru system;
2. Runs basic queries and reports useful for analyzing RPM donors and constituents;
3. Runs mailing and e-mail lists from the Altru system for distribution of the RPM e-newsletter and other correspondence and coordinates vendors supporting direct mail campaigns/appeals;
4. Collaborates with AAT's Donor Relations & Database Coordinator for the creation of standardized reports to meet RPM's regular reporting needs;
5. Works in collaboration with AAT's Donor Relations & Database Coordinator to ensure accuracy and maintenance of RPM related database records.

OTHER:

1. Engages with the collector car community as directed;
2. Attends meetings as needed or requested;
3. Works weekends and responsibilities necessitate;
4. Drives personal vehicle for business purposes, as needed;
5. Utilizes MS-Word and Excel to generate communications and reports;
6. Utilizes MS-Outlook for email communications and calendar scheduling;
7. Runs reports and performs basic queries within the Altru CRM System;
8. Performs other duties as assigned.

PLEASE NOTE:

This position will work from an 1100 square feet commercial home-office in Chicago that is a non-smoking, casual, sporty work environment. This Old Town Triangle location in Lincoln Park is easily reached via the Purple- and Brown-Lines/Sedgewick stop and three bus routes.

APPLICATION PROCESS:

NOTE: All application materials must be received to be considered for this position.

1. Cover letter (*include specific job reference # W-5500*)
2. Resume
3. Professional references contact numbers (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email, or attachment*)

Email all application materials to LeMay – America's Car Museum, our affiliated entity in Tacoma, WA at HR@AmericasCarMuseum.org or fax to 253-779-8499.

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