

<b>Diane Fitzgerald</b> <small>RPM Foundation President's Printed Name</small>
<hr/> <small>RPM Foundation President's Signature of Approval</small>
<hr/> <small>Date Approved</small>



<b>David Madeira</b> <small>Board Chairman's Printed Name</small>
<hr/> <small>Board Chairman's Signature of Approval</small>
<hr/> <small>Date Approved</small>

## MENTORSHIP & GRANTS ADMINISTRATOR POSITION DESCRIPTION

**EFFECTIVE DATE:** 08/24/17

**FLSA CLASS:** Exempt

**FTE STATUS:** 1.0 (Full-time)

**DRIVING CLASS:** Required

**REPORTS TO:** RPM Foundation President

**SUPERVISES:** RPM Volunteers

### GENERAL SUMMARY:

The Mentorship & Grants Administrator (MMGA) implements national educational initiatives designed to preserve the skills and knowledge necessary for the restoration & preservation of classic vehicles - cars, motorcycles and boats - and to promote interest in such careers among our nation's youth. The incumbent to this position is based in the United States, works remotely with minimal oversight, and reports to the RPM Foundation President. While this position generally works Monday through Friday, weekend work is often required, as is travel.

The Mentorship & Grants Administrator oversees the entire grant pipeline, including outreach and administration, acts as a mentor, and works directly with RPM constituents. The MMGA also provides fundraising and marketing support assisting RPM in realizing its goals and objectives. This position assists with the strategic planning and implementation of RPM's educational initiatives, with budget creation and oversight for programs, services and grants and is responsible for the conceptualization, development, and implementation of RPM's programs, events and meetings. The incumbent should be active in the collector car culture, have a deep network of collectors, car clubs and shop owners, and be technically knowledgeable about restoration and preservation.

The Mentorship & Grants Administrator 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. Significant ongoing responsibilities include, but are not limited to: Overseeing and administering the grant administration process; Establishing and building relationships with organizations that share and support RPM's mission and vision; Leading and co-leading efforts related to RPM's programs to build support of RPM, America's Automotive Trust (AAT), and America's Car Museum (ACM); Collaborating with AAT's Marketing & Communications Department to increase awareness of the RPM Foundation and its services; and, Assisting RPM's President with strategic planning and implementation of strategic initiatives.

Additionally, this position helps promote America's Automotive Trust (AAT) and America's Car Museum (ACM), two associated entities of the RPM Foundation.

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

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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. Further RPM's mission by building, managing and expanding RPM's programs, events and meetings that impact RPM's constituents and fulfill RPM's vision;
2. Provide leadership in the development and implementation of RPM's national educational initiatives to preserve the vocational skills necessary for the preservation and restoration of collector vehicles, plus promote and facilitate the training of high school and college level students for careers pertinent to classic vehicle preservation and restoration;
3. Support RPM's fundraising strategies and initiatives with the collector community to further RPM's mission while helping to build, manage and expand RPM programs;
4. Provide leadership in administering the entire grant pipeline, delivering services and sharing resources enabling strategic goals and objectives to be met and to ensure ongoing funding for RPM's programs;
5. Provide leadership to RPM Foundation and the RPM Board of Directors to aid in the development and implementation of RPM's contribution to the automotive industry in regards to restoration & preservation education and granting initiatives;
6. Collaborate with AAT's Marketing and Communications Department to drive the communication and marketing efforts necessary for RPM to thrive;
7. Support and promote the missions of AAT, RPM, and ACM, particularly the vision to promote America's automotive heritage and related educational programs.

## **MAJOR RESPONSIBILITIES:**

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

1. Grants Administration: Leading and overseeing the administration of all efforts related to grants and funding, including processes, practices and communications related to grant applications and deliberations, rating, rejecting, and making recommendations regarding grant recipients and grant amounts;
2. Fundraising & Engagement: Contributing to strategic planning efforts for the development and implementation of RPM programs and initiatives, including the fundraising and engagement associated with them;
3. Education & Industry: Establishing and building relationships and mentoring on a national basis, with organizations that support RPM's mission and vision and are committed to making a difference in the lives of young people who have "heritage in their hearts" and students who are working towards a career in restoration & preservation;
4. Programs, Events & Meetings: Leading and co-leading efforts related to RPM's programs, including designing, developing and implementing educational initiatives and grants that teach vocational skills necessary for the restoration and preservation of classic vehicles, promoting interest in vehicle restoration and preservation among our nation's youth, establishing a network of professionals in the field as a resource, and building community by providing seminars and educational resources for the collector car industry;

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5. Marketing & Communications: Increasing awareness of RPM Foundation and its services, resources and funding in collaboration with AAT's Marketing & Communications Team to cultivate public knowledge, interest and support of RPM, AAT and ACM;
6. Administrative: Providing vision and input in the development and implementation of RPM's strategic plan and budgets.

## **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; a Bachelor's or Master's Degree in Business Administration, Marketing & Communications, Historic Preservation, Visual Arts or Vocational Education (other degrees may be considered based upon relevance.); And/or a degree or certification in automotive restoration technology; A minimum of 2-years project management experience, preferably as a Grants Administrator or in the field of automotive restoration, with heavy external relations experience. Additional experience above minimum requisites may substitute for educational requisites on a year for year basis. Excellent professional writing and proofreading skills and above-average/intermediate-to-advanced skills in the use of MS Outlook, Word, Excel and PowerPoint. Additionally, the incumbent must be a leader, a team player and able to work independently but collaboratively across all organizational departments and must possess a keen attention to detail and tracking. The incumbent must have a history of being actively engaged in the collector car community.

### **Additionally, the incumbent must possess:**

1. The ability to work from home and/or remotely;
2. A dedicated work space from within the incumbent's residence for use as a home office, as this position is a remote worksite based out of the employee's home;
3. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
4. A demonstrated ability to lead the conceptualization, development and implementation of programs and staff (a volunteer corps) to achieve strategic and tactical goals and objectives;
5. The ability to critically analyze and resolve quantitative, logistical and spatial problems;
6. A solid proficiency in the English language with professional communication skills including excellent written, oral, presentation, and interpersonal skills and the ability to be an outgoing spokesperson and relationship-builder for RPM;
7. The skill and ability to provide leadership but also work independently with limited instruction and minimal supervision while maintaining a team oriented approach and attitude;
8. Effective project management skills, attention to detail, and ability to drive projects toward successful completion;
9. Excellent organizational, tracking, follow-up skills and office know-how with the ability to manage a wide range of tasks with competing timelines and interests;
10. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution-focused;
11. An appreciation for historic and collectible vehicles;
12. A demonstrated record of collaboration with others – schools, students, shops, Board Members, staff, volunteers, and donors—around accomplishment of a specific purpose;

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13. Ability to work remotely with schools, students, shops, colleagues, ambassadors, Board Members and other constituents;
14. Intermediate-to-expert skills in navigating web browsers and doing research;
15. Proficient telephone skills – making calls, leaving succinct, friendly voicemail messages, retrieving voice mail messages and following up/passing along messages, as appropriate;
16. The strong desire to work, thriving in a fast-paced, dynamic environment, with high expectations for professional outcomes;
17. The ability to communicate and work effectively with a variety of internal and external stakeholders;
18. Has a proven method of managing email traffic and being able to quickly determine priorities;
19. Appreciative of RPM's core values of generosity, hospitality and friendliness;
20. Exceptional interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups and personality types;
21. 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;
22. A strong work ethic and pride in work well done;
23. Works fast, efficiently and effectively.

## **WORKING CONDITIONS:**

1. Exposure to a home 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:**

### **GRANTS ADMINISTRATION**

1. Oversees the RPM website application form and processes application details;
2. Designs and maintains a process for administering grant records, including, receiving and organizing applications, tracking and distributing funds, originating and drafting communications with applicants, gathering and organizing application funding fits, writing grant summaries, creating At-A-Glance tables summarizing "cycle applicants" and grant awardees, gathering progress updates and capturing success stories;
3. Collects and analyzes applications, rating, rejecting, and recommending applicants and grant award amounts to the RPM President and prepares them for presentation to RPM's Board of Directors;
4. Maintains all grant records, including applicants, awardees, and those denied funding, in hard copy and digital formats;
5. Creates and maintains the budget for grants awarded in various workbooks, as needed;
6. Recruits new or returning grant applicants;

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7. Serves as a primary point-of-contact for grant applicants and award recipients;
8. Provides grant support, announces grant awardees, maintains meaningful relationships with grant recipients and follows their progress;
9. Solicits, compiles and analyzes awardee progress reports to assure compliance with grant requirements;
10. Works directly with restoration students, mentoring them through RPM's various complimentary programs, including Career Services (supporting their efforts in obtaining paid internships, apprenticeships and entry-level jobs), restoration shops (mentoring them with their job opportunities and soliciting them for possible internships and apprenticeships) and schools (sharing resources);
11. Influences and shapes the blending of restoration & preservation curriculum at institutions with established vehicle technology programs and facilities;
12. Evaluates and synchronizes the grant cycles with the institutions' needs-based timing to benefit the institutions as needed and with Board approval;
13. Establishes a process to capture, record and track RPM Scholars post-formal education while building an Alumni Program and documenting career paths;
14. Explores and cultivates relationships with applicants who were denied funding to keep them in RPM's network for access to services and resources.

### **FUNDRAISING & ENGAGEMENT**

1. Supports fundraising efforts, such as annual appeals, outreach communications, impact luncheons/dinners, etc., by providing access to collector car industry/community networks and cultivating them, using the Moves Management System donor database, to help generate donations needed to sustain RPM over the long term;
2. Researches, evaluates and attends automotive related events for the purposes of informing and sharing RPM's mission and vision and initiatives to help generate donations;
3. Supports efforts to renew and upgrade donations;
4. Creates and manages an RPM Scholar/Alumni Program database for fundraising appeals.

### **EDUCATION & INDUSTRY:**

1. Serves as a visible presence for RPM Foundation in automotive/boat "hot spots" around the United States, actively searching for automotive/motorcycle/boat students with a passion for vintage vehicles, their dedicated instructors and supportive administrators within the educational system and initiates communications to establish beneficial relationships;
2. Shares RPM's resources for the continued development of restoration curriculum around the United States;
3. Provides inspiration and leadership in building successful national relationships focused on the educational system and the collector car industry;
4. Advises educational instructors regarding continuing education courses, curriculum for auto restoration, resources such as Master Craftsman, programs, and classic car clubs;
5. Mentors students by providing resources and coaching such as resume refinement, portfolio consultation, interview preparation, and facilitating meaningful events and relationships to help advance the students' career aspirations concerning restoration and preservation of classic automobiles, motorcycles, and/or boats;
6. Supports and manages the research efforts of RPM - studying the industry, tracking grant awardee alumni and tracking and analyzing industry statistics to use as benchmarks.

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## **PROGRAMS, EVENTS, & MEETINGS:**

1. Creates and manages budgets for all programs, events and meeting;
2. Conceptualizes, develops and implements RPM's complimentary programs (Shop Hops, The Concours Experience, Off To The Races with RPM, Career Services, etc.);
3. Collaborates with the development and staffing of RPM's events and meetings (Collection Visits, Summit Meetings, Up Close with RPM Impact Meetings, etc.);
4. Collects and manages workbook databases of RPM program participants and outreach efforts;
5. Manages and expands the volunteer corps of 14-20 ambassadors, including providing remote group training and orientation and scheduling their engagement in RPM programs, especially Career Services;
6. Identifies program opportunities to perpetuate the mission and vision of RPM and AAT;
7. Attends RPM Board Meetings, records notes and writes meeting minutes;
8. Plans, develops and implements key meetings (Board Meetings, Summit Meetings, panel discussions, fundraising events, friendraising events, and impact lunches/dinners, etc.);
9. Creates related materials for key meetings, including creating and managing worksheets of invitees/attendees and supporting efforts to maximize attendance;
10. Assists with moving and driving collector vehicles for RPM programs and events (includes the driving of manual transmission vehicles).

## **MARKETING & COMMUNICATIONS:**

1. Increases awareness of RPM by collaborating with AAT's Marketing & Communications Team and creating and providing content (editorial, photographs and videos) for RPM's channels to market, such as, *Under The Hood* newsletters, social media, website, industry magazines, other publications and internal documents, demonstrating RPM's impact and role as a thought leader;
2. Oversees and ensures material updates for RPM's website content related to grant applications, current/past grant recipients, and job opportunities;
3. Produces and distributes career materials, industry data and information on "hot spot" resources;
4. Manages the KoolProjects website relationship and user experience, provides orientation to the site and oversees content-posting by grant awardees;
5. Networks with "RPM students", including alumni, through social media;
6. Maintains a regular and vibrant presence on social media to build an engaged and active audience.

## **ADMINISTRATIVE:**

1. Assists RPM's President with strategic planning, including program budget, and implementation of strategic initiatives;
2. Maintains accurate records needed for tracking, reporting and archiving;
3. Oversees, trains, and schedules multi-state-based volunteer ambassadors and reports volunteer hours and activities to the Volunteer Coordinator;
4. Works with the Volunteer Coordinator to process all new volunteer paperwork for RPM volunteers;

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5. Creates and manages program budgets, requests grant awardee checks, prepares/reconciles invoices, reimbursement forms and purchase orders;
6. Maintains data, statistics, archives and final digital files;
7. Prepares reports and status updates, as needed;
8. Maintains historic files and records, and archives all application materials in hardcopy and digital formats;
9. Contributes to Board Book content including grant tables, application summaries and inclusion of full grant applications;
10. Utilizes Outlook's calendar for team scheduling and annual collector car events, activities and programs.

**OTHER:**

1. Maintains a flexible schedule and works weekends and late nights, as needed;
2. Travels for work, as needed;
3. Leads, coordinates and attends meetings as needed or requested;
4. Maintains and reports statistical data as needed or requested;
5. Drives personal vehicles for business purposes;
6. Utilizes MS-Word and Excel to generate communications and reports;
7. Utilizes MS-Outlook for email communications and calendar scheduling.

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