



AMERICA'S CAR MUSEUM®
Now Seeking Candidates For The Following:

ADMINISTRATIVE COORDINATOR

**FOR THE
HAGERTY EDUCATION PROGRAM**

REFERENCE JOB#: W5500

POSTED: 08/15/14

CLOSES: When Filled

APPLICATION PROCESS: See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

HIRE STATUS:	<u>Regular Employee</u>	PROGRAM:	<u>HEP</u>
FTE STATUS:	<u>1.0 Full – Time</u>	DRIVING CLASS:	<u>Required</u>
FLSA CLASS:	<u>Exempt</u>	SUPERVISES:	<u>N/A</u>
REPORTS TO:	<u>HEP National Director</u>	BENEFITS:	<u>Eligible</u>

The Hagerty Education Program Administrative Coordinator (Administrative Coordinator) provides administrative, communications, and operational support for the Hagerty Education Program (HEP) and serves as a primary backup to the HEP National Director. The Administrative Coordinator assists in the development and implementation of HEP programs and initiatives to promote the vocational skills necessary for the preservation and restoration of classic vehicles—cars, motorcycles, boats, and even airplanes—and to generate interest in such careers among our nation's youth.

The Administrative Coordinator works under the general direction of the HEP National Director and oversees administrative operational 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. Responsibilities include, but are not limited to: Representing the Hagerty Education Program (HEP) and America's Car Museum (ACM) at local and national events; Creating and managing HEP content for newsletters, social media, websites, and other publications; Recording, tracking, and recognizing HEP donors, supporters, and constituents in collaboration with ACM's Donor Relations & Database Coordinator; Maintaining grant and scholarship records including the tracking and distribution of funds, gathering program evaluations, and capturing the stories of recipients for promotional purposes; Supporting fundraising efforts in conjunction with the National Director, Founders, HEP Board, and ACM's Institutional Advancement team; Assisting the National Director and HEP Board members with travel arrangements, minutes, updating the Board Manual, and contributing to strategic planning efforts.

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. Provide administrative operational support to the Hagerty Education Program, the National Director, and the HEP Board of Directors to aid in the development and implementation of educational initiatives designed to preserve the vocational skills necessary for the preservation and restoration of classic vehicles – cars, motorcycles, boats, and airplanes – and to promote interests in such careers among our nation’s youth;
2. Support and promote the mission of America’s Car Museum, particularly the vision to promote America’s automotive heritage;
3. Collaborate with the Marketing and Communications Department of ACM in the creation of materials, including a quarterly newsletter and website content, to promote HEP’s vision and its programs on a national level;
4. Maintain records and track data on current and former grant and scholarship recipients to capture and report on success stories that highlight HEP’s accomplishments and garner support to further HEP’s mission;
5. Partner with ACM’s Institutional Advancement Department for donor and constituent tracking to ensure accuracy of records, accessibility of data, and proper acknowledgement of gifts;
6. Participate in strategically chosen events with, or in lieu of, the National Director to raise awareness of the HEP program and promote the funding and support of HEP initiatives.

MAJOR RESPONSIBILITIES:

Under the general direction of the Hagerty Education Program National Director, major responsibilities include:

1. Providing administrative operational support to the Hagerty Education Program and serving as primary back-up to the National Director;
2. Contributing to strategic planning efforts and assisting in the development and implementation of HEP programs and initiatives;
3. Creating, managing, and maintaining HEP content for newsletters, social media, websites, and other publications to increase program awareness and encourage an engaged audience for the website and social media outlets;
4. Creating and maintaining a process for administering grant and scholarship records including the tracking and distribution of funds, gathering program evaluations, and capturing the stories of recipients for promotional purposes;
5. Partnering with ACM’s Donor Relations & Database Coordinator to facilitate the recording, tracking, and recognizing of HEP donors, supporters, and constituents within the Altru CRM database;
6. Supporting fundraising efforts in conjunction with National Director, the HEP Board, and the Institutional Advancement Department.

QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess: A valid Driver License; A Bachelor’s Degree in Business Administration, Marketing, Communications, or English (Other degrees may be considered based upon relevance and relevant experience above the minimum requisites may substitute for education on a year for year basis); A minimum of two years’ administrative office experience, preferably as an Office Coordinator, or Executive Assistant; Professional writing and proofreading skills; and, A proficiency 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.

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. Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson and relationship builder;
5. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors—around accomplishment of specific purpose;
6. Effective project management skills, attention to detail, and ability to drive projects toward successful completion;
7. An appreciation for historic and collectible vehicles;
8. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
9. Intermediate to advanced skills in the use of Excel, and, Word;
10. Proficient skills in Power Point, Outlook, web browsers and MS. Project;
11. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
12. The ability to communicate and work effectively with a variety of internal and external stakeholders;
13. Excellent organizational and administrative skills with the ability to manage a wide range of tasks with competing timelines and interests;
14. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
15. 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.

PREFERRED QUALIFICATIONS INCLUDE:

1. A demonstrated record of success in an educational environment;
2. Experience tracking grant and scholarship applicants and recipients;
3. Experience writing queries and pulling reports within a relational database;

WORKING CONDITIONS:

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

RESPONSIBILITIES:

MARKETING & COMMUNICATIONS

1. Collaborates with ACM Marketing & Communications Department for implementation of HEP's annual communications and marketing plan, including newsletters, mailings, ad placements, social media activities, and other marketing initiatives;
2. Creates, and coordinates the creation of content for the HEP newsletter, social media, website, and other publications;
3. Participates in representing HEP and ACM at events such as: Concours, car shows, tours, auctions, Bring Back Shop Class presentations, and the Great Race;
4. Participates in educational event planning and implementation for "Bring Back Shop Class" as directed by the National Director;
5. Provides assistance and support at public presentations and participates as a presenter in the absence of the National Director, or as requested;
6. Coordinates HEP related communications within ACM and Hagerty, including scheduling and participating in meetings.

WEBSITE AND SOCIAL MEDIA MANAGEMENT

1. Manages and provides HEP content for the website, and in collaboration with ACM's Marketing Department, maintains and updates web content and reports website analytics;
2. Promotes web and social media sites through marketing and networking;
3. Works with ACM's Marketing & Communications Department to implement HEP's social media strategy and protocols, to include Facebook, Twitter, LinkedIn, and other social networking sites;
4. Maintains a regular and vibrant presence on social media to build an engaged and active audience.

DATA MANAGEMENT

1. Collaborates with the Museum's Institutional Advancement team's database and membership personnel to maintain HEP donor, supporter, and contact data within the Altru system;
2. Performs queries and pulls reports useful for analyzing HEP donors and constituents;
3. Generates mailing and e-mail lists from the Altru system for distribution of the HEP e-newsletter and other correspondence;
4. Works in collaboration with ACM's Donor Relations & Database Coordinator to ensure accuracy and maintenance of HEP related database records.

GRANTS & SCHOLARSHIP ADMINISTRATION

1. Maintains grant and scholarship records and evaluates and tracks related funds;
2. Establishes and maintains a system of ongoing communications for follow-up with former grant and scholarship recipients in order to capture and report on success stories;
3. Tracks scholarship recipients, post-graduation, to capture their stories, quotes, photos, videos, and to document career paths for effective reporting and for promotion purposes;

4. Gathers grant reports and scholarship evaluations and produces funding summary reports for the National Director and the HEP Board.
5. Provides support and serves as a primary point of contact for grant and scholarship applicants and recipients;
6. Prepares and submits check requests to the Finance Department for scholarship and grant awards and facilitates the distribution of funds as appropriate;

FUNDRAISING ADMINISTRATION

1. Maintains legal requirements and compliance annually for US state charitable solicitation;
2. Collaborates with ACM's Institutional Advancement Department to ensure proper gift recording into the Altru system and the fulfillment of donor benefits and recognition;
3. Writes acknowledgment letters to be signed by the National Director and sends acknowledgement letters within 72 hours of gift receipt;
4. Works in collaboration with ACM's Institutional Advancement Department to produce fundraising reports and related data;
5. Support the National Director and HEP Board with planning and fundraising;
6. Prepares informational materials as needed to support HEP's and the Institutional Advancement's fundraising efforts.

GENERAL ADMINISTRATIVE SUPPORT:

1. Answers, responds to, and routes general incoming HEP phone calls and emails;
2. Opens, reviews, distributes, and responds to daily mail;
3. Coordinates and makes travel arrangements for HEP Board members and the National Director, including arranging air travel, lodging, meals, events, and necessary equipment;
4. Provides agendas and records minutes for all HEP board and committee meetings;
5. Prepares HEP's reporting section for the quarterly board booklets, including writing grant summaries and compiling grant materials, and maintains HEP updates to the Board Manual;
6. Prepares and or reconciles invoices, reimbursement forms, purchase orders and monthly credit card statements and submits all related documentation to the Finance Department in a timely manner;
7. Maintains statistical data and prepares reports and status updates as needed;
8. Assists the National Director with strategic planning and execution of strategic initiatives;
9. Prepares informational packets as needed;
10. Assists with other projects, events, and inquiries as directed by the National Director and the HEP Board of Directors.

OTHER:

1. Maintains a flexible schedule and works weekends and late nights, as needed;
2. Attends meetings as needed or requested;
3. Drives personal vehicle for business purposes, as needed;
4. Utilizes MS-Word and Excel to generate communications and reports;

5. Utilizes MS-Outlook for email communications and calendar scheduling;
6. Participates in on-call responsibilities in emergency situations;
7. Performs other duties as assigned.

APPLICATION PROCESS:

To apply for this position, include all of the following:

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

1. Cover letter (*include specific job reference # W5500*)
2. Resume
3. Professional references (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email or attachment*)

Email all application materials to hr@lemaymuseum.org or fax to 253-779-8499.

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