



# AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

## HAGERTY EDUCATION PROGRAM ADMINISTRATIVE COORDINATOR

REFERENCE JOB#: W-5500

CLOSES: When Filled

APPLICATION PROCESS: See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

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EFFECTIVE DATE: 03/04/15

PROGRAM: Hagerty Education

FLSA CLASS: NON-EXEMPT

DRIVING CLASS: Required

FTE STATUS: 1.0 (Full-time)

REPORTS TO: Hagerty Education Program National Director

SUPERVISES: Volunteers

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### GENERAL SUMMARY:

The Hagerty Education Program Administrative Coordinator provides clerical and administrative operational support for the Hagerty Education Program (HEP). The Administrative Coordinator assists in the 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.

The Administrative Coordinator works under the direct supervision of the HEP National Director and coordinates clerical and administrative operational duties in support of HEP's goals and objectives. The incumbent must be able to work independently with general instructions, while maintaining a team-oriented approach and attitude.

Responsibilities include, but are not limited to: Coordinating and updating 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; Recording, tracking and maintaining grant and scholarship records including the tracking and distribution of funds; Gathering program and student evaluations; Supporting fundraising efforts in conjunction with the National Director, Founders, HEP Board, and ACM's Institutional Advancement team; Entering data and running reports; Assisting with board meeting details, including creating and producing Board Books, making travel arrangements, organizing meeting room/refreshments/tech requirements/handouts; Taking and generating meeting minutes; Updating

the Board Manual; Supervising HEP volunteers in coordination with ACM's Volunteer Coordinator; and Performing other clerical and administrative functions in support of HEP's strategic planning efforts, goals, and objectives.

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 clerical and 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 HEP's initiatives, fundraising and engagement, and marketing, and communications;
2. Further HEP's mission while helping to build the HEP Alumni Program by maintain records and track data on current and former grant and scholarship recipients to capture data and report on success stories that highlight HEP's accomplishments and garner national support
3. Ensure accuracy of records, accessibility of data, and proper acknowledgement of gifts through partnering with ACM's Institutional Advancement Department for donor and constituent tracking, reporting, and follow up;
4. Support marketing and communications efforts through the updating of collateral materials, website content, and select social media sites in collaboration with ACM's Marketing and Communications Department;
5. Support and promote the mission of America's Car Museum, particularly the vision to promote America's automotive heritage and educational programs.

## **MAJOR RESPONSIBILITIES:**

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

1. Providing clerical and administrative operational support to the Hagerty Education Program, including donations data entry and reporting, tracking expenses and completing expense logs, purchase orders, reimbursements, estimates, and quotes;
2. Supporting HEP Board communications, meeting planning and coordination, document creation/distribution, fundraising and engagement communications, data input and reporting, and oversight of volunteer support;
3. Maintaining a process for administering grant and scholarship records including receiving and organizing grant applications, tracking and distributing of funds, drafting communications with applicants, gathering and organizing program evaluations, gathering and organizing photographs and outreach diaries, and capturing the stories of recipients for promotional purposes;

4. Supporting the implementation of HEP programs and initiatives, including obtaining estimates/quotes for printing, shipping, coordinating shipments, receiving products and collaterals, distributing, gathering and organizing photographs, and compiling career tools/templates;
5. Updating and contributing to 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;
6. 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, including offering grant application support, adding notes and attachments;
7. Supporting fundraising efforts such as annual appeals and generating letters 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; An AA Degree in Business Administration, Marketing, Communications, or English; Bachelor's preferred (Other degrees may be considered based upon relevance.); A minimum of two years' clerical or administrative office experience, preferably as an Office Coordinator (Additional education and experience above minimum requisites may substitute one for another on a year for year basis); 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. Excellent organizational, tracking and administrative skills with the ability to manage a wide range of tasks with competing timelines and interests;
5. Ability to work with an offsite manager/remote manager;
6. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors— around accomplishment of specific purpose;
7. Attention to detail, and ability to sustain ongoing clerical and administrative operational activities;
8. An appreciation for historic and collectible vehicles;
9. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
10. Intermediate to advanced skills in the use of Excel, and, Word;

11. Proficient skills in Power Point, Outlook, web browsers, and has mail merge capabilities;
12. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
13. The ability to communicate and work effectively with a variety of internal and external stakeholders;
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 Bachelor's Degree in Business Administration, Marketing, Communications, or English;
2. A demonstrated record of success in an educational environment;
3. Experience tracking grant and scholarship applicants and recipients;
4. Experience running reports and queries in 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 the Marketing and Communications Department for the updating of collateral materials and website content;
2. Assists with the coordination of, and supports collateral production (final files, quotes, paper, receiving, shipping, and distribution) and maintains positive vendor relations;
3. Replenishes collateral materials as needed;
4. Supports and coordinates HEP related communications within ACM and Hagerty, including scheduling and meeting participation;
5. Updates HEP content for newsletters, magazines, website and other social media site.

## **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. Runs basic queries and reports useful for analyzing HEP donors and constituents;
3. Runs mailing and e-mail lists from the Altru system for distribution of the HEP e-newsletter and other correspondence and coordinates vendors supporting direct mail campaigns/appeals;
4. Collaborates with ACM's Donor Relations & Database Coordinator for the creation of standardized reports to meet HEP's regular reporting needs.
5. Works in collaboration with ACM's Donor Relations & Database Coordinator to ensure accuracy and maintenance of HEP related database records.

## **GRANTS & SCHOLARSHIP ADMINISTRATION**

1. Answers questions and provides support for grant and scholarship applicants and recipients;
2. Maintains grant and scholarship records and evaluates and tracks related funds;
3. Maintains a system of ongoing communications for follow-up with current and former grant and scholarship recipients in order to capture and report on success stories;
4. Tracks scholarship recipients, post-graduation, to capture their stories, quotes, photos, videos, and to document career paths for effective reporting and for promotion purposes;
5. Gathers grant reports and scholarship evaluations and produces funding summary reports for the National Director and the HEP Board;
6. Prepares and submits check requests to the Finance Department for scholarship and grant awards and facilitates the distribution of applicant outcome letters, materials, and funds as appropriate;
7. Produces and distributes career materials, industry data, and information on local resources. as directed by the National Director.

## **FUNDRAISING ADMINISTRATION**

1. Collaborates with ACM's Finance Department to complete forms in compliance with US state charitable solicitation legal requirements;
2. Collaborates with ACM's Institutional Advancement Department to ensure proper gift recording into the Altru CRM system and the fulfillment of donor benefits and recognition;
3. Works in collaboration with ACM's Institutional Advancement Department to produce fundraising reports and related data;
4. Supports the National Director and HEP Board with clerical and administrative functions related to fundraising planning and communications;
5. Prepares informational materials, as needed, to support HEP's and the Institutional Advancement's fundraising efforts.

## **BOARD MEETING SUPPORT**

1. Prepares annual Board Books including Grant Summaries, full grant applications, Board contact details, and the annual Board Meeting calendar with locations;
2. Communicates Board Meeting information to the Executive Assistants of the Board Of Directors and assists with Board related arrangements for the HEP Board members and the National Director, such as lodging, RSVP's, meals, snacks, beverages, event space, equipment, etc.
3. Completes updates to the HEP Board Manual;
4. Coordinates group sales/room blocks and communicates with Board EAs;
5. Provides agendas and records minutes for all HEP board and committee meetings;

## **GENERAL CLERICAL & 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. 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;
4. Maintains statistical data and prepares reports and status updates as needed;
5. Assists the National Director with administrative functions related to strategic initiatives;
6. Coordinates monthly data entry and volunteer support with research projects;
7. Prepares informational packets as needed;
8. Assists with other projects, events, and inquiries as directed by the National Director and the HEP Board of Directors.

## **OTHER:**

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

## **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 [hr@lemaymuseum.org](mailto:hr@lemaymuseum.org) or fax to 253-779-8499.

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