

**RPM Program Officer**

**Position Description**

**Effective date: 07/22/2025 FLSA Class: Exempt**

**FTE Status: 1.0 (Full-time) Driving Class: Required**

**Reports to: RPM Foundation Executive Director**

**Supervises: RPM Volunteers/Ambassadors**

**GENERAL SUMMARY:**

The RPM Program Officer assists the Director with the implementation of national educational initiatives designed to preserve the skills and knowledge necessary for the restoration & preservation of classic vehicles and to promote interest in such careers among our nation's youth. This position is based in the United States, works remotely with minimal oversight, and reports to the RPM Foundation Executive Director. While this position generally works Monday through Friday, weekend work is occasionally required, as is travel.

The RPM Program Officer is responsible for advancing the mission of the RPM Foundation through its main program initiatives: The RPM Apprenticeship Program, the Endangered Skills Series, the RPM Restorer’s Award, The Great Race X-Cup student division, and more.

The RPM Program Officer performs the 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: Establishing and building relationships with organizations that share and support RPM’s mission and vision; 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.

Additionally, this position helps promote America's Automotive Trust (AAT), and America's Car Museum (ACM), partner organizations of 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 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. Assist the Director in 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. *RPM Apprenticeship Program*: Maintain and expand this workforce development program through reviewing and revising the Apprentice Task List and Related Supplemental Instruction content as needed, recruitment of apprentice candidates and potential Host Shops, administration of grant assistance to apprentices, monitoring and evaluation of apprentice progress, and adjustment of grant assistance based on apprentices’ advancing proficiency.
4. *Endangered Skills Series*: Perform outreach and research to continuously update the Endangered Skills list as needed, recruitment of Subject Matter Experts, and coordination and scheduling of episode recording with the production team.
5. *RPM Restorer’s Award*: Coordinate with Concours and car show staff on exhibitor outreach, evaluation of nominations, interviews with nominated candidates, assisting the Executive Director with selection of Award winners, and occasional travel to Concours and car shows as needed to present the award.
6. *Great Race X-Cup student division*: Recruit new X-Cup teams, attendance of monthly X-Cup Task Force calls, administer grant funds to X-Cup teams, administer scholarship funds to student awardees, administer Team Choice award funds to institution awardees, train and assist with the RPM X-Cup student team, and participation on the Support team during The Great Race.
7. Collaborate with AAT’s Marketing and Communications Department to drive the communication and marketing efforts necessary for RPM to thrive.
8. Support and promote the missions of RPM and its partner organizations, AAT and ACM, particularly the collaborative vision to preserve and expand car culture in America.

**MAJOR RESPONSIBILITIES:**

1. Maintain and expand the RPM Foundation’s Workforce Development and Outreach programs
2. Assist the Director in management of the RPM Ambassador Program
3. Represent the RPM Foundation at various automotive and cultural events
4. Serve as Liaison to the AAT/ACM Board of Director’s Education Committee
5. Administer RPM grants, scholarships, and awards
6. Maintain and improve the infrastructure for RPM Foundation

**QUALIFICATIONS:**

The individual in 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 in Business Administration, Marketing & Communications, Historic Preservation, Visual Arts or Vocational Education (other degrees may be considered based upon relevance.), with 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 keen attention to detail and tracking. A history of being actively engaged in the collector car community is preferred.

### Additionally, the incumbent must possess:

1. The ability to work from home and/or remotely. A dedicated workspace from within the employee’s residence for use as a home office, as this position is a remote worksite based out of the employee’s home.
2. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references.
3. A demonstrated ability to assist the Director in leading the conceptualization, development and implementation of programs and staff (a volunteer corps) to achieve strategic and tactical goals and objectives.
4. The ability to critically analyze and resolve quantitative, logistical and spatial problems.
5. 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.
6. 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.
7. Effective project management skills, attention to detail, and ability to drive projects toward successful completion.
8. 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.
9. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused.
10. An appreciation for historic and collectible vehicles.
11. A demonstrated record of collaboration with others – schools, students, shops, Board Members, staff, volunteers, and donors—around accomplishment of a specific purpose.
12. Intermediate-to-expert skills in performing research.
13. Proficient telephone skills – making calls, leaving succinct, friendly voicemail messages, retrieving voice mail messages and following up/passing along messages, as appropriate and in a timely manner.
14. The strong desire to work, thriving in a fast-paced, dynamic environment, with high expectations for professional outcomes.
15. The ability to communicate and work effectively with a variety of internal and external stakeholders.
16. Appreciative of RPM's core values of generosity, hospitality and friendliness.
17. Exceptional interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups and personality types.
18. 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, logistical problems, and effectively communicate verbally, and in written format.
19. A strong work ethic and pride in work well done.
20. Works fast, efficiently and effectively.

**WORKING CONDITIONS:**

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