

**Association for Manufacturing Excellence**  
**Volunteer Job Description**

**Title: Vice President, Corporate Accounts**

As a member of the AME Management team, this volunteer position will provide leadership for the strategies and tactics related to developing and sustaining corporate account members. This will be accomplished through a team of Ambassadors assigned to manage and develop the relationships with corporate accounts. The role works in collaboration with members of the AME staff who support the execution of agreed-upon strategies.

**Here's what you'll do:**

- Jointly with the AME Leadership team, develop the strategies and key tactics to maximize the relationships with existing corporate account members
- Develop a team of volunteer corporate account ambassadors to manage the relationships with existing corporate accounts
- Train all ambassadors in the complete suite of AME offerings
- Oversee the development of individual account plans to maximize the relationships and value proposition achieved by the corporate account members and AME
- Measure and monitor the engagement and participation level of corporate accounts members
- Report progress to the Management Team and Board of Directors periodically
- Participate as a member of the AME Management Team in the annual strategic planning process and relevant areas of strategy, budgeting and projects
- Work closely with the leaders of the Accelerator Program, Consortia, Champions, People-Centric Leadership, Awards, and Regions to actively integrate all AME offerings into the corporate account purchasing patterns

**Here are some more specific things you'll do:**

- Work with volunteer network to identify and recruit potential ambassador candidates
- Develop key metrics and report on progress
- Monitor ambassador activities in line with team goals
- Serve on the Management Team and work collaboratively with team members in support of corporate accounts initiatives
- Identify a successor and work with that successor for, ideally, a minimum of six months to ensure a smooth transition

**The impact you'll have:**

- You will help improve the value proposition for AME member through the development and sustainment of corporate accounts
- Your work will broaden the scope of AME's presence in the continuous improvement community

**Good stuff:**

- You will be empowered and expected to bring your best ideas to AME, and to offer feedback and constructive critique
- You will have clear objectives, with flexibility in designing approaches to achieve them
- You will join a dynamic and collaborative team of exceptional professionals
- You will be supported in this role by the AME staff and other volunteers
- You will grow your network of continuous improvement professionals

**We're looking for someone who is...**

- Passionate about helping AME grow
- Committed to AME's mission to inspire a commitment to enterprise excellence through experiential learning by bringing people together to share, learn and grow
- An experienced team leader and a respectful, engaged contributor to a dynamic, multi-faceted team
- Adept at working with virtual teams (i.e., geographically distributed colleagues)
- A strong written and oral communicator
- A strategic thinker who is able to prioritize among competing needs

**You will thrive in this role if...**

- You love AME, its mission and its values
- You have your company's support to spend occasional time during the workweek on this role
- You have a willingness to learn from and collaborate with colleagues as you do transformative work
- You know how to give and receive feedback
- You are creative and willing to try new strategies that serve our mission and key objectives
- You're a person who gets the job done

**Other key information you'll want to know:**

- We will pay you \$0
- You will be expected to attend approximately 3 in-person meetings each year
  - For in-person meetings that you need to attend as part of this role (i.e., Management Team meetings), AME will cover your airfare or car rental, hotel bill, and cover your meals (subject to the reimbursement policy)
- The expectation is that you can commit to serving in this role for 2 to 4 years
- This role may be based anywhere in North America

**Expertise you'll need:**

- Ability to recruit, organize and motivate a volunteer-based team
- Working knowledge of the AME offerings and the ability to communicate their value
- Experienced in continuous improvement tools and people-centric leadership