

**Association for Manufacturing Excellence**  
**Volunteer Role Description**

**Title: Director, Diversity, Equity and Inclusion**

As a member of the Management Team, the **director, diversity, equity and inclusion** will cultivate a supportive and inclusive environment and lead all strategies related to promoting inclusion, equity, diversity and engagement. AME has a strict policy against discrimination of any kind, including discrimination based on race, color, religion, sexual orientation, gender identity, national origin, disability, age, occupation, social, political or economic conditions or genetic information. Members, presenters, vendors, employees and others involved in AME are considered without regard to race, color, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, ancestry, citizenship status, veteran status, disability, genetic information, unfavorable discharge from military status, marital status, genetic information, sexual orientation or any other characteristic protected by law.

**Diversity** is important to AME and we recognize and celebrate the characteristics that make people unique and the role diversity plays in bringing various perspectives to AME and the organizations we serve.

**Equity** is the guarantee of fair treatment, access, opportunity and advancement for all while striving to identify and eliminate barriers that may prevent full participation.

**Inclusion** is a concept, which to AME means value and consideration is placed on everyone's backgrounds, thoughts, ideas and opinions to ensure a welcoming environment.

Here's what you'll do:

- Work in direct collaboration with the AME president and CEO
- Design policies that promote and reinforce **diversity, equity and inclusion** at AME
- Ensure AME communication supports **diversity, equity and inclusion** and promotes a sense of belonging
- Measure and forecast **diversity, equity and inclusion** metrics
- Make sure all voices are heard by creating an inclusive culture around unique strengths and experiences of our staff, our members, our partners and our community
- Identify ways to attract diverse candidates for volunteer and board roles
- Develop and negotiate proposed **diversity, equity and inclusion** programs that foster a collaborative environment to drive innovation
- Build, represent and maintain relationships with organizations who represent a supply chain that incorporates businesses owned by diverse individuals or groups
- Serve on the Management Team and work collaboratively with team members in support of all initiatives

Here are some more specific things you'll do:

- Work with volunteer network and staff
- Develop and monitor key performance metrics for **diversity, equity and inclusion** and develop a volunteer path to full engagement
- Periodically report progress to the Management Team and Board of Directors
- Maintain solid working relationships with key stakeholders

Impact

- You will help improve the value proposition for AME members through **diversity, equity and inclusion** efforts
- You will make sure members are fully engaged and feel heard and valued

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 and is passionate about **diversity, equity and inclusion**
- Passionate about helping AME grow the next diverse generation of AME leadership
- 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 a passion for all people and sincerely want to make sure AME is an all-inclusive organization valuing all members, board members, volunteers, staff and alliances
- You have a willingness to learn from and collaborate with colleagues as you do transformative work
- You are creative and willing to try new strategies that serve our mission and key objectives
- You are a person who gets the job done

#### Other Key Information

- We will pay you \$0
- You will be expected to attend approximately six to twelve virtual (Zoom) meetings each year
- The expectation is that you can commit to serving in this role for two years
- This role may be based anywhere in North America

#### Expertise

- Experience with **diversity, equity and inclusion** programs
- Experienced in continuous improvement tools and people-centric leadership