

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

### **Title: Management Team Leader, Sponsorships**

As a member of the Management team, you provide leadership for the strategies and tactics related to identifying, recruiting and retaining multiple year exhibitors and sponsors for AME international and regional events. You will be a co-leader with the Director of Administrative Services for AME to insure the coordination with exhibitors and sponsorship is seamlessly executed and contracts will be managed through AME headquarters.

Here's what you'll do:

- Ensure progress is made each year to establish and maintain an aggressive and results orientated campaign to retain and recruit new exhibitors and sponsors
- Champion the development and refinement of sponsorship objectives to meet yearly goals with a three-year horizons
- Provide oversight for volunteer-related activities, including integration with other management functions (Target magazine articles, Champions, Awards, Annual Conference, Alliances, etc.)
- Benchmark other successful sponsorship programs to insure AME is using best industry practices to improve outcomes and refine metrics for year after year improvements and most importantly retention of existing sponsorship and exhibitor base

Here are some more specific things you'll do:

- Develop and report on progress towards key metrics for sponsorships (i.e., number of sponsors and exhibitors, new recruits, and/or turnover)
- Serve on the Management Team and work collaboratively with team members in support of sponsorship initiatives
- Increase efficiencies and consistency throughout AME by implementing best practices in processes and systems related to sponsorship initiatives
- Interface with other volunteers to actively engage with potential sponsorships
- Conduct sponsorship surveys on an as-needed basis to understand sponsor and exhibitors needs; develop plans to support those needs
- Identify a successor and work with that successor for, ideally, a minimum of six months to ensure a smooth transition

Impact:

- You will help volunteers understand how they can share, learn and grow the sponsorship program
- Your work will result in measurable positive effects on AME's volunteer and the sponsorship community

### Benefits of Volunteering

- 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 and industry leaders

### We're Looking for Someone Who Is...

- Passionate about helping volunteers and likes to recruit sponsors and exhibitors
- 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 by motivating others

### Other Key Information

- 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

### Expertise

- Several years (5+) of experience with various volunteer roles within AME
- Experience with managing change management initiatives
- Experienced in continuous improvement tools and people-centric leadership

- Must be a networker with industry-wide contacts or be willing to grow those linkages to other leading organizations and decision makers