



1421 Prince St, Ste 350 • Alexandria, VA 22314
703-746-9919 • montessori@amiusa.org • amiusa.org

Chief Operating Officer Job Description

Association Montessori International of the United States (AMI/USA) is dedicated to bringing the principles of Dr. Maria Montessori to the education of children through its support and advancement of the USA's AMI Montessori community.

The position of Chief Operating Officer reports directly to the Executive Director and supervises the Director of Communications and Digital Strategy, Office Manager, and Human Rights and Social Justice (HRSJ) Advisor.

The overall responsibilities of the Chief Operating Officer are as follows:

- Acts as a strategic partner on the leadership team and works closely with the team to ensure they are meeting performance expectations as outlined in the current strategic plan.
- Coaches and develops the team to ensure they are delivering against current key strategic plan goals for the organization in particular, the sharpening lens of racial justice and human rights acumen.
- Looks for methods to improve quality, efficiency and productivity, reduce expenses, increase donations, increase community engagement.
- Works collaboratively to develop and/or improve systems, processes, controls and procedures that improve the overall efficiency of the organization and ensure excellent community service steeped in social justice, equity, diversity and inclusion.
- Provides timely, accurate and complete reports on the operating condition of the organization.
- Serves as an active member of the fund development team
- Develops a team across multiple locations and over various functions.
- Motivates and leads a high-performance directing team.
- Attracts, recruits, and retains required members of the executive team not currently in place.
- Provides mentoring as a cornerstone to the management career development program. Collaborates with the management team to develop and implement plans for the operational infrastructure of AMI/USA systems, processes, and personnel designed to accommodate the rapid growth objectives of our organization.
- Demonstrates a willingness to take on new tasks with a general attitude that no task is too small, impossible, or cannot be improved.





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- Work autonomously while ensuring the Executive Director expectations are readily met and exceeded.
- Fosters a success-oriented, accountable environment within the company.
- Expands the Montessori lens by fostering partnerships that root this pedagogy in recognition of Indigenous People, Languages and Land.
- Expands the Montessori lens by fostering partnerships that deepen the awareness of the academic and spiritual value of artistic expression through visual art, music, theatre and dance.

This position is full time and requires a 40-hour work week, performed remotely with weekly meetings and project-based oversight - including the following projects and goals: racial justice practices, neurodiversity inclusion, identity and self-reflection practices, improving customer service and “Montessori for the masses” strategy and mindset.

Full time team members are expected to engage in 40 hours of flexible and primarily remote work, meeting all requirements at a schedule consistent of eight hours each day. During project times or special events, flex time is allowed for fulfilling a 40-hour week.

This position is covered with full benefits.

Chief Operating Officer Qualifications/Skills:

- Organizational management
- Financial planning and strategy
- Strategic planning and vision
- Promotion of process improvement
- Forecasting
- Marketing and business development
- Budget development

Education, Experience, and Licensing Requirements

- Bachelor’s degree in business, accounting, finance, or a related field required
- Demonstrated strategic leadership ability





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Physical and other Requirements:

- Must be able to sit for long periods of time and utilize general office and computer equipment continually with regular and consistent use of keyboard and mouse.
- There may be some light walking, standing, bending, twisting, reaching and carrying of items not exceeding 50 pounds
- Visual acuity necessary to spend lengthy periods of time at the computer.
- Must be able to perform essential functions of the position without hazard to self or others.

Work Schedule: Typical U.S. business hours with flexibility (remote is acceptable), and occasional evening/weekend work. Occasional overnight travel may be required for meetings and events.

Compensation and Benefits:

- Salary commensurate with experience
- Group Health, Dental and Vision Insurance
- 401(k) matching
- Paid time off

To apply, send a cover letter, resume and at least three (3) professional references to hiring@amiusa.org.

