



1421 Prince St, Ste 350 • Alexandria, VA 22314  
703-746-9919 • [montessori@amiusa.org](mailto:montessori@amiusa.org) • [amiusa.org](http://amiusa.org)

## Director of Innovation and Advancement Job Description

The Director of Innovation and Advancement is a key strategic leadership position reporting directly to the Executive Director and working collaboratively with other AMI/USA staff to spearhead innovations for the advancement of AMI/USA's mission and objectives. While the scope of the responsibilities of the Director of Innovation and Advancement is broad and will be determined by current and future innovations, the following responsibilities are the purview of the Director of Innovation and Advancement.

- Drives new Growth Opportunities:
  - Collaborates with the Executive Director to identify, prioritize, and launch initiatives for mission-focused growth and advancement.
  - Collaborates with the Executive Director in strategic planning.
  - Develops implementation plans that include critical path timelines and evaluations of effectiveness and sustainability.
- Builds and grows innovation capabilities:
  - Creates new organizational capabilities, including technical and people-driven, that ensure ongoing innovations.
  - Collaborates with and supports other AMI/USA staff in their roles to implement new innovations.
  - Spearheads avenues for constituent feedback that may include surveys, focus groups, etc., for the goal of evaluating and identifying new opportunities for organizational advancement.
  - Oversees the annual giving campaign:
    - Collaborates with the Executive Director to set achievable and growth-focused goals for annual giving.
    - Ensures target goals are met or exceeded.
    - Oversees systems for effective donor identification, solicitation and stewardship.
- Champions innovation:
  - Evangelizes innovation internally and externally to positively impact the AMI/USA brand and further the realization of its Mission and goals.
  - Communicates innovation strategies in such a manner that they are understood and endorsed by key stakeholders.
- Represents the Mission and values of AMI/USA:
  - Serve as a Team of ambassadors for the mission and objectives of AMI/USA.
  - Professional Conduct.
  - Uphold all policies and procedures of AMI/USA.





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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](mailto: hiring@amiusa.org).

