

JOB DESCRIPTION

Job Title:	President
Revision Date:	07/24/2020
Department:	Executive Leadership
Location:	Home Office North Richland Hills, TX
FLSA Status:	Exempt
Employee:	
Reports To:	AMi Board of Trustees Chair

Summary: This position requires a self-driven and highly competent President to lead and influence the organization towards favorable growth, and to design and direct strategies that support and enhance organizational operations. Duties for the President position will include managing company assets, optimizing financial operations, providing leadership to all staff, establishing business goals, advising the board of trustees on organizational activities, overseeing and streamlining daily operations, improving staff performance, and executing special business projects. Exceptional stewardship and strategic planning skills will aid AMi in promoting its mission and objectives, maintaining positive relationships with internal and industry stakeholders, achieving organizational goals, and maintaining sound financial practices.

This position is responsible for oversight of all organizational operations, infrastructures, marketing, sales, industry relationships, curriculum framework, and course approvals and processing. The AMi President oversees and ensures the performance and organizational alignment of all staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Working with AMi Board of Trustees and Staff:

- Responsible for organizational growth, on-going relevant growth, and success
- Oversees and maintains all operations of the organization and is responsible for improved operational efficiency and accuracies that align with organizational goals and conform to budgetary requirements.
- Develops and maintains annual and monthly organizational budgets and reporting of financials to the Board of Trustees, including investment reserves.
- Trains and oversees staff and ensures employee(s) performance aligns with organizational goals and conforms to budgetary requirements.
- Conducts annual staff performance appraisals and reviews
- Oversees and assists AMi Board of Trustees in the organization and maintenance of by-laws, and manages the board of trustee meet scheduling and provides necessary slides and reporting documents.
- Responsible for course content approval and course mapping process, curriculum framework development, and maintenance.
- Assist the Board of Trustees in organization and maintenance of additional committees and councils.
- Responsible for the processing of paperwork, forms, payments, data entry, and data quality, and ensures accuracy.
- Oversees documentation and maintenance of all standard operating procedures.
- Oversees LMS/IT Manager
- Oversees Operations Director
- Responsible for all industry relationships including training providers, instructors, students, and related segment business development
- Attends and works Industry events and grows industry relationships.
- Assist and supports Board of Trustees in strategic development.
- Leads exploration and research to support Board of Trustees strategic development decisions

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Competencies:

Job Skills and Knowledge:

Demonstrates considerable knowledge and understanding of job duties, equipment, and appropriate work methods. Can perform a wide variety of job-related tasks. Applies knowledge and skills to produce high-quality work. Completes assignments in a thorough and accurate manner. Uses sound judgment to reassess projects when unforeseen situations arise. Is a subject matter expert.

Customer-focused:

Consistently and significantly demonstrates awareness that our customers enable us to thrive as a business. Understands each customer's needs and uses that knowledge to anticipate problems and provide even better service than the customer expects. Treats internal customers with the same high level of service as external customers. Looks for new opportunities to enhance customer satisfaction. Coaches other Employees on appropriate behavior toward customers

Relationship Building:

Consistently strives to build and maintain solid professional relationships. Treats others with respect and dignity at all times, even in the face of controversy. Seeks to understand and appreciate other people's viewpoints and concerns. Consistently follows through on commitments made. Manages conflict appropriately.

Communicates Orally:

Speaks clearly and concisely in a professional tone and manner. Regularly expresses thoughts and ideas and is comfortable speaking before groups and in one-to-one conversations. Assesses audience's understanding of message and adjusts communication style accordingly.

Communicates in Writing:

Written communication skills are clear, concise, and professional and the message is effectively communicated. Writing style is succinct and direct and is grammatically correct. Demonstrates exceptional proofreading ability in that written text contains no typographical errors and requires little or no editing.

Education/Experience:

Bachelor's degree (B. A.) in business or marketing or equivalent experience is desired. Minimum 7 years' experience in management and organizational leadership is required.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write business plans, reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, industry clients, students and the general public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and determine the most equitable solution where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office (including Excel, Word, Powerpoint, Outlook), GotoMeeting or other web-based meeting format, Internet software, e-mail, database and learning management system software.



Supervisory Responsibilities:

Oversees all AMi staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work is performed in an office environment. Computer operation (including email) and telephone, is approximately 95%. Travel up to 40% is required. When traveling, the environment may be an industry conference, expo or meeting, school classroom or hotel meeting room. The noise level in the environment is typically moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee is occasionally required to lift up to 30 pounds. The vision requirements include: ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.