

AIMS Executive Director Position

The Association of Independent Michigan Schools (AIMS) was founded in 1989 to provide advocacy and support for independent schools in the state of Michigan. The mission of AIMS is to develop and foster a strong community of schools, to promote their value, and to provide professional development and collaborative opportunities.

The members consider it their strength to have diverse views and different educational programs. The members have in common a belief in supporting a pluralistic society and are committed to opposing inequality in terms of ability, age, ethnicity, gender, national origin, race, religion, sexual identity, or socio-economic status. Evidence of this commitment is necessary for eligibility to membership in the association.

AIMS is now looking for an Executive Director who will facilitate communication and collaboration among member schools, represent the interests of independent schools in the Michigan legislature, and promote the value of an independent school education to the statewide educational community. AIMS member schools represent a diversity of students, educational approaches, and institutional missions, but they are united in collaboration and cooperation in pursuit of continued educational excellence.

Position Summary

- Executive Director
- Part time - 30 hours per week, flexible allocation of hours, opportunities for growth as position develops
- Salary commensurate with experience
- Preferred start date no later than January 1, 2018
- Reports to AIMS Board of Trustees

Position Description

The Executive Director of AIMS will be a person who can foster collaboration and communication among member schools, advocate for the interests of the membership at the state level, keep the Heads of Schools and AIMS affinity groups apprised of relevant legislation or proposals, and act as an educational resource for member schools. The ideal candidate will possess excellent interpersonal and communication skills, as well as be innovative, self-directed, action oriented, and experienced with technology as a tool and medium for communication.

Position Responsibilities:

- Serve as legislative advocate and monitor issues affecting AIMS member schools at the state level
- Coordinate communication between AIMS member schools, committees, and affinity groups
- Act as a resource for Heads of School in the AIMS membership

- Coordinate the AIMS Membership Conference every other year beginning in 2020
- Coordinate local support for the ISACS Conference in Detroit, November 2018
- Oversee AIMS finances and set annual budget
- Organize and coordinate AIMS Heads meetings
- Facilitate and support the work of the affinity groups in offering excellent professional development opportunities for member and other independent schools

Position Skills

- Passion for independent education
- Facility with technology, web presence, and social media
- Excellent communication and interpersonal skills
- Ability to understand and interpret legislation for member schools
- Strategic thinking
- Self-directed
- Excellent organizational skills
- Innovative
- Creativity and flexibility

Position Requirements

- Minimum of a bachelor's degree, but an advanced degree is preferred
- Independent school experience (minimum of 5 years preferred) - preference will be given to candidates with demonstrated director or executive level experience
- Understanding of, and preferentially experience with, state and national legislation and regulation

Non-discrimination Policy

In its hiring process, the AIMS Board of Trustees is committed to equal employment opportunity and nondiscrimination in all aspects of employment with the organization. Employment-related decisions shall be made without regard to an applicant's race, color, national origin, ethnic origin, religion, gender, height, weight, marital status, disability, veteran status, age, sexual orientation, gender identity or expression, pregnancy (including childbirth or related medical conditions) or any other basis prohibited by federal, state or local law.