



## International Association for Continuing Education and Training

### Position Description

**Job Title:** Director, Accreditation

#### **Organization Overview:**

The International Association for Continuing Education and Training (IACET) is a 501(c)(3) non-profit organization which accredits training providers and offers individual memberships on an international basis. The Association's mission is to advance the global workforce by providing the standard framework for quality learning and development through accreditation.

**Job Overview:** The Director, Accreditation serves as the primary subject matter expert and authority for all accreditation matters. This includes analyzing and interpreting complex information on accreditation matters; directing the accredited provider application process; facilitating training events; and performing other collateral duties and special projects to support the organizational mission.

#### **Responsibilities and Duties:**

- Directs the American National Standards Institute (ANSI) accreditation process for IACET
- Directs accreditation application process and recommends improvements
- Manages reviewer assignment and performance
- Works with consensus bodies to ensure the integrity of the accreditation review process
- Develops and delivers communication for various audiences, including the Board of Directors
- Assists with facilitation and delivery of meetings, conferences, and training events
- Performs other duties as assigned

**Supervisory Responsibilities:** This position supervises the Coordinator, Accreditation.

#### **Qualifications**

**Required education level:** Bachelor's degree (Business or Education major preferred)

**Preferred education level:** Master's degree (Business or Education major preferred)

#### **Desired Experience and Specialized Knowledge:**

- Expert knowledge of ANSI processes, accreditation, and adult training/education;
- Experience working for a non-profit organization;
- Experience managing staff, contractors, and volunteers; including remote personnel
- Experience in giving presentations customer service functions for the public;

**Location:** Washington, DC metro area preferred (remote/virtual applicants will also be considered)

**Work environment:** Office

**Travel:** Moderate overnight travel may be required to attend meetings, conferences, or training events (12-15 nights/year). Some international travel may be required.

**Classification:** Exempt

**Salary range:** \$65-\$85,000



## **Required Knowledge, Skills, and Abilities:**

**Audit Reporting** - Knowledge of the principles, practices, and techniques used to report audit findings (criteria, condition, cause, effect, and recommendation).

**Computer Skills** - Uses computers, software applications, databases, and automated systems to accomplish work.

**Customer Service** - Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

**Decision Making** - Makes sound, well-informed, and objective recommendations and decisions; perceives the impact and implications of decisions; supports decisions with data and logic.

**Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and opportunities to learn through formal and informal methods.

**Education and Training** - Knowledge of instructional design, teaching, training, making presentations, lecturing, testing, and other instructional methods.

**External Awareness** - Understands and keeps current on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.

**Flexibility** - Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

**Influencing/Negotiating** - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

**Interpersonal Skills** - Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

**Oral Communication** - Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Exercises discretion regarding sensitive or complex issues.

**Performance Management** - Knowledge of performance management concepts, principles, and practices related to planning, monitoring, rating, and rewarding employee performance.

**Problem Solving** - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

**Stakeholder Management** - Knowledge of the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort; including those actively involved, those who exert influence over the process and its results, and those who have a vested interest in the outcome (positive or negative).

**Written Communication** - Uses correct English grammar, punctuation, and spelling; communicates information in a clear, succinct, and organized manner; produces written information, which may include technical material, that is appropriate for internal and external audiences of various levels.

**Date Revised:** November 2019