



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
CHIEF EXECUTIVE OFFICER
INTERNATIONAL ASSOCIATION FOR CONTINUING EDUCATION AND TRAINING**

ORGANIZATIONAL OVERVIEW

The International Association for Continuing Education and Training (IACET) is dedicated to quality continuing education and training programs, and provides the standard framework for quality learning and development through an accreditation process. IACET accredits education providers who meet strict continuing education guidelines that are continuously updated. IACET's vision is to create a global workforce of lifelong learners whose formalized education and training equip them to produce a positive economic impact, and fuel social progress.

The organization has a physical office in Herndon, Virginia, but the Chief Executive Officer (CEO) position will work remotely/virtually and can office anywhere.

PRIMARY AREAS OF RESPONSIBILITY

The CEO works in partnership with the Board of Directors and leads a staff of five to provide leadership, vision, and direction for IACET. The CEO is responsible for the overall management and ongoing operations of IACET, and carries full authority to plan, organize, direct, and coordinate IACET's operational, financial, technical, and marketing activities. The CEO is the primary face and voice of the association. The primary responsibilities are:

- **Strategic Leadership and Communication:** Assist in the development of, and fully implement the strategic plans, policies, procedures, and programs of IACET, clearly articulating organizational goals for financial and programmatic stability and growth; Motivate and inspire others to support the vision of IACET; Establish a strong organizational and governance structure for IACET.
- **Operational Planning and Management:** Generate revenue for IACET; Recruit, retain, and ensure fulfillment of members; Work with the Board to draft, monitor, and update policies and procedures; Market and promote IACET to members, non-members, and partner agencies; Monitor the planning, implementation, and evaluation of accreditation programs and standards; Maximize efficiency and minimize redundancies in all aspects of operations.
- **Financial Planning and Management:** Oversee the development and management of budgetary and financial controls and procedures for a \$1M annual budget, including annual audits; Ensure proper administration of funds management procedures; Oversee dues collection, and non-dues revenue generation; Keep the Board informed of financial and operational issues.
- **Human Resources Planning and Management:** Support, develop, and retain qualified and excellent staff and volunteers; Ensure the smooth and efficient operation of the organization by selecting and developing effective people; Foster a culture of

collaboration and mutual respect, focusing on outstanding performance; Effectively communicate with a remote workforce.

- **Relationship Management:** Maintain strong and effective internal relationships, with IACET's Board, Commission, Council, and staff; Build and maintain strong external relationships with members, industry leaders, revenue sources, regulatory agencies, and partner organizations; Further develop existing markets for growth.

DESIRED QUALIFICATIONS

Education

- An undergraduate degree in business, marketing, or training and development; Master's of Business Administration preferred.
- Certified Association Executive (CAE) certification preferred.

Experience

- A minimum of five years senior level experience with member associations.
- Strong knowledge of continuing education, training and development, and accreditation programs.
- Knowledge of current service trends and emerging models for professional and trade associations.
- Proven administrative competence in areas such as marketing, financial management, budgeting, technology, planning, and goal setting.
- Experience and skill reporting to and working with Boards of Directors made up of leading professionals.
- Strong track record of business development.
- A positive orientation to change and new ways of doing business, including the ability to develop comprehensive business plans for new initiatives.
- The ability and commitment to envision and promote the long-term future of IACET in a way that inspires and motivates current and future members. This includes the ability to skillfully manage the needs of competing stakeholders.
- Exceptional communication and interpersonal skills.
- Comfort and skill in representing IACET in a variety of public forums.
- Ability to travel approximately 25% of the time, including internationally.
- Virtual office experience is a plus.

COMPENSATION

The compensation range for this position is \$140K to \$160K, and is commensurate with experience and qualifications.

TO APPLY

The organization will begin reviewing applications October 1, 2019. Cincinnatus invites interested candidates to send an electronic letter of interest and a résumé to employment@cincinnatus.com, or a hard copy to Employment, Cincinnatus, 2021 East Hennepin Avenue, Suite 220, Minneapolis, MN 55413.