ASSOCIATE EXECUTIVE DIRECTOR OF
PROGRAM DEVELOPMENT & INNOVATION

JOB DESCRIPTION

This position will be part of the ABHES leadership team, reporting directly to the Executive Director, and will work collaboratively with other Associate Executive Directors and staff toward the achievement of ABHES’ mission and strategic goals. The Associate Executive Director of Program Development & Innovation is expected to provide visionary and resilient leadership to a team responsible for the review of applications and approval of new programs and changes to delivery modalities. The ideal candidate must exhibit qualities commensurate with a senior executive position, including strong leadership and management skills, creativity, adaptability, teamwork, strong communication, critical thinking, and problem-solving skills.

The Associate Executive Director of Program Development & Innovation will:

• PROVIDE STRONG & EFFECTIVE LEADERSHIP - Develop a department structure and culture that aligns with and supports ABHES’ mission, motivates employee engagement, prioritizes accountability and teamwork, and promotes professional growth.

• LEAD PROGRAM DEVELOPMENT AND INNOVATION - Develop and build out ABHES’ Program Department by providing leadership and day-to-day management. Work with the Executive Director to determine best team structure, align team members’ skills with responsibilities and, further develop talent to meet the Department’s needs and ABHES’ strategic and operational initiatives. Monitor policy and regulatory trends in higher education and the accreditation field to capture best practices and contemporary processes. Lead initiatives to address the accreditation of competency-based education, distance education and other higher education trends. Monitor and track regulatory changes by state licensing, national credentialing and federal authorities that impact program-specific operations.

• EVALUATE AND STREAMLINE PROCESSES - Analyze current departmental practices, including related accreditation process workflow, and modernize operations. Make recommendations to streamline the program review and accreditation processes to more closely align with best practices in accreditation and to better serve ABHES member institutions and programs. Oversee related activities for program advisory and other committees, substantive change and distance education.

• OVERSEE PROGRAM REVIEW PROCESSES – Manage the program review process for institutional changes in compliance with ABHES standards. Ensure policies are consistently applied when analyzing and processing program-related applications and notices including but not limited to new programs, substantive changes, delivery methods, articulation and consortium agreements. Assure accessibility of Program Department to institutional leadership and identify any accreditation concerns and develop improvement strategies. Build and foster trusted relationships with both internal and external constituents and stakeholders.
• COMMUNITY OUTREACH - Advance ABHES’ reputation as a credible authority on quality assurance and improvement by collaborating with ABHES’ established committees to draft policy and standards of accreditation that reflect requirements of the United States Department of Education, best practices in accreditation and higher education. Lead initiatives to educate regulatory and credentialing bodies about ABHES accreditation. Prepare correspondence including action letters summarizing the Commission’s accreditation decisions. Present at ABHES accreditation workshops and webinars relative to program reviews as needed. Participate in public speaking engagements representing ABHES at applicable higher education and professional conferences.

• MANAGE DEPARTMENT RESOURCES. Oversee department budget and resources in a thorough and transparent manner. Evaluate and assess program application forms, accreditation fees, and overall structure on an ongoing basis. Present annual budget to ABHES leadership for review and approval and make departmental related financial recommendations.

Qualifications, Desired Skills & Requirements
• Proven leadership skills and the ability to initiate innovative thought processes and new ideas
• All-encompassing supervisory experience managing both individuals and complex process Adhere to Code of Conduct and Professional Ethics
• workflows (7+ years preferred)
• Extensive accreditation and/or institutional compliance experience (7+ years preferred)
• Strong analytical, written and oral communication, and attentive listening skills
• Aptitude to produce professional work, correspondence, and documents
• Possess exceptional organizational skills with a proven ability to multi-task to meet deadlines
• Ability to positively influence organizational culture and engage in teamwork and collaboration
• Ability to work well independently as well as in a team environment
• Master’s degree preferred
• Strong business acumen and/or a familiarity with fee-based revenue program models a plus.
• Prior P&L and/or budget management experience
• Required travel of approximately 25% for work-related meetings, site visits, and related conferences
• Adhere to Code of Conduct and Professional Ethics

Preferably, this position is to be based in the tri-state area, within a reasonable commuting distance of the ABHES office located in Falls Church, Virginia. However, a telework option may be considered with periodic office visits required.

ABHES offers a competitive compensation package, commensurate with experience with a base salary and a discretionary bonus opportunity. The employee benefits package includes health benefits (dental, medical and vision), life insurance, short-term disability, long-term disability, 403(b), vacation and holidays, educational assistance, and more.

ABHES is an equal opportunity employer and provides equal employment and advancement opportunities to all qualified candidates regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other characteristics protected by federal, state or local laws.

All applicants are subject to a reference and background check and must commit to protection of employee privacy and corporate proprietary in handling of confidential and/or financial information. Interested applicants to submit a cover letter and resume with salary expectations to itips@abhes.org. ABHES will move quickly to fill the position.