



INQAAHE POSITION DESCRIPTION

JOB TITLE: Chief Executive Officer

REPORTS TO: INQAAHE Board Executive Committee

Position Summary

The Chief Executive Officer (CEO) of the International Network of Quality Assurance Agencies in Higher Education (INQAAHE) is a full-time contract position requiring a minimum of a 40-hour work week.

Reporting directly to the INQAAHE Board Executive Committee, the CEO serves as the primary contact person for organizations, institutions, and/or individuals seeking or maintaining member status in INQAAHE, including managing the committee review process for new membership applications and any other business related to execution of strategies and operations. The CEO will contribute to and implement a strategic vision for the organization, as well as create and execute outreach efforts to relevant communities of interest. This involves coordinating the activities of the INQAAHE Board of Directors, along with providing leadership in the creation of short term and long term strategies for enhancing the continued growth, recognition, and impact of INQAAHE.

Major Responsibilities

1. Serves as the key administrative support for managing the activities of the INQAAHE Board of Directors, as well as the Board's committees and/or working groups;
2. Develops strategies and processes to build INQAAHE's prestige among the international community of quality assurance agencies, institutions of higher education, and other representatives invested in high level quality assurance of tertiary education endeavors;
3. Connects regularly and proactively with staff representatives of organizations and institutions that hold membership status with INQAAHE;
4. Monitors INQAAHE's email for inquiries and responds in a timely manner;
5. Develops resources for the INQAAHE website and communities of interest and keeps these outreach tools current and up-to-date;

6. Provides guidance to applicants seeking membership with INQAAHE;
7. Works with the INQAAHE Board to ensure that INQAAHE's strategic initiatives are conducted in accordance with stated policies and procedures;
8. Manages all aspects of the INQAAHE's public interactions with diplomacy, collegiality, and discipline;
9. Monitors INQAAHE's revenue streams and expenditures and works within carefully established accounting processes to ensure clarity of all financial transactions within the annual audits;
10. Works tirelessly to increase the revenues as well as expansion of the INQAAHE outreach and impact in all the regions all over the world;
11. Assists in the development of draft budgets for Board review and approval;
12. Maintains appropriate records and prepares reports pertaining to reviews, materials, questions, and other information necessary for maintenance and continual improvement of the GGP review process;
13. Assists the INQAAHE Recognition Committee in the development and delivery of training sessions and materials related to the GGP application and review process;
14. Oversees the timeliness of submissions for INQAAHE funded research and serves as the supervisor of selected fellows;
15. Attends international meetings and assists with the delivery of content as needed.
16. Serves as a key staff liaison to other internationally-focused groups such as UNESCO, CIQG, regional QA networks;
17. Manages any other business as per the request of the INQAAHE Executive Committee.

Qualifications and Dispositions

1. A nuanced understanding of current issues within higher education quality assurance within a global society;
2. A record of visionary, strategic and creative leadership applicable to managing a not-for-profit organization focused on issues related to tertiary education;
3. An ability to self-start and work independently on INQAAHE-related projects, while maintaining a service-oriented attitude toward all membership and board level concerns;
4. An ability to work under deadlines and schedules;

5. A proven ability to work collaboratively while establishing mutual trust and respect with a volunteer leadership base, related professional organizations, and stakeholder groups;
6. An ability to articulate new ideas and inspire vision within the organization, the Board, and among INQAAHE's diverse member constituents;
7. Strong written and oral communication skills, with the ability to serve as an effective spokesperson to local and global communities of interest;
8. An ability to lead an efficient and effective organization in accordance with best practices and fiduciary requirements;
9. Confidence to make sound decisions and take responsibility for outcomes;
10. Willingness to actively seek feedback on the handling of INQAAHE's affairs and to incorporate such feedback into future planning and decision-making;
11. Completion of an advanced degree, preferably related to issues in higher education, international education, and/or in issues related to nonprofit organizational management is preferred;
12. Experience with INQAAHE activities (preferably);
13. Multilingual; fluency in English.

Travel and Work Environment Requirements

This position will require attending to all duties related to normal office environments, including use of the most recent technologies. Communications for the most part will occur electronically, however, at times some preparation of hard copy materials will be necessary, along with mailings of support materials to meeting locations.

Some public speaking opportunities may occur and international travel may be required.