

## **POSITION ANNOUNCEMENT**

### **Chief Executive Officer (CEO)**

#### **COMPANY DESCRIPTION**

The International Network for Quality Assurance Agencies in Higher Education (INQAAHE) is a world-wide association of 300+ organizations active in the theory and practice of quality assurance (QA) in higher education. The great majority of its members are quality assurance agencies that operate in many different ways, although the Network also welcomes (as associate members) other organizations that have an interest in QA in HE.

The central purpose and role of INQAAHE is to promote and advance excellence in higher education through the support of an active international community of quality assurance agencies. In order to achieve this goal, the network focuses on the development of the theory and practice of quality assurance, the exchange and understanding of the policies and actions of its members, and the promotion of quality assurance for the benefit of higher education, institutions, students and society at large.

#### **JOB SUMMARY**

The Chief Executive Officer is responsible for the overall management and administration of the Network. A fundamental and high priority responsibility of the CEO is to ensure enhancement of the Network through diversification of its funding opportunities and revenue streams. Activities include but are not limited to setting robust systems to ensure sustainability of operations and successful implementation of the Strategic Plan. In particular, the following activities constitute the nature of the job: lead and manage strategic, operational, financial and legal matters; lead and manage the Network's Secretariat; regularly engage with the membership, strategic partners and other stakeholders; regular report to the Board of Directors on the Network's performance; and assume other responsibilities as decided by the Board of Directors. Outreach to relevant communities of interest, including but not limited to current INQAAHE members, is a primary responsibility of the CEO. In this and all efforts, the CEO coordinates 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.

#### **RESPONSIBILITIES**

The Chief Executive Officer is the main administrator and a primary advocate for communicating the mission and purpose of the Network, as set by the members and Board of Directors. This individual will work closely with the Board of Directors, INQAAHE staff and/or contractual administrative support personnel, and relevant partner organizations to move the Network toward fulfilling its strategic goals in fiscally responsibility and sustainable ways and in support of the INQAAHE mission.

To successfully manage INQAAHE, the primary responsibilities of the CEO are detailed as follows:

- Strategic Leadership
  - Spearhead the development of a long-term strategy for the next phase of INQAAHE's growth;

- Work closely in collaboration with the Board of Directors and other member stakeholders to develop and execute a strategy that will ensure INQAAHE stays ahead of challenges and threats, while taking advantage of potential opportunities.
- Relationship Development
  - Recognize and nurture collaborative relationships with other QA networks that are supportive of INQAAHE's goals, while also addressing any competing interests that may arise;
  - Represent the Board of Directors, when called upon to do so, with the highest degree of professionalism and integrity to other associations, quality assurance organizations, and higher education institutions by serving as an effective spokesperson on the importance of QA in tertiary education and the value of membership and participation in INQAAHE;
  - Engage in active outreach activities to enhance and promote INQAAHE's reputation and reach and to support strategic, relationship, and revenue-development initiatives.
- Board Support
  - Maximize the impact of INQAAHE's Board of Directors through its strategic engagement with the membership in both planning and governance;
  - Monitor the environment and keep the Board of Directors informed of key issues and trends that will impact the organization's strategic goals;
  - Develop and present the annual operational/activity plan and the annual report;
  - Coordinate and advance Board initiatives.
- Secretariat Operations
  - Manage Secretariat operations, include legal, human resources, accounting, information technology, and finance;
  - Oversee all program and membership initiatives;
  - Supervise INQAAHE staff, contractors, and interns and make recommendations for related resource needs. Assign tasks and responsibilities as needed;
  - Coordinate with location host (AQU Catalunya) for additional resources as needed and contracted.
- Financial Management
  - Lead and manage all financial matters of INQAAHE to ensure growth and financial sustainability;
  - Oversee and Manage banking activity, in coordination with INQAAHE Treasurer and Legal Representative in Spain;
  - Develop annual budget aligned to strategies;
  - Oversee accounting, collections, financial report preparation, and audits.
- Policy Development and Execution
  - Define policies for the correct operation of the Network which will require approval by the Board of Directors;
  - Ensure compliance with approved policies.
- Program and Event Leadership
  - Oversee INQAAHE review and recognition activity, including negotiation of contracts, site visit agendas, invoicing, and reports;
  - Oversee INQAAHE Funding Scheme operation;
  - Oversee INQAAHE grant projects, including budgets, execution, and deliverables;
  - Identify capacity building and/or training provision opportunities and negotiates and executes contracts;
  - Manage INQAAHE responsibilities for all conferences/forums, including

- location/venue, host, budget, announcement, program, speakers, etc. in collaboration with the Conference/Forum Committee and host.
- Member Engagement & Communication
  - Oversee member communications (emails, newsletters, etc.) and outreach, addressing member issues as needed;
  - Propose and execute membership strategies to meet goals;
  - Oversee membership applications, decisions, invoicing and collections;
  - Recommend and execute communication strategy;
  - Manage publications and media communications.
- Leadership in Quality Assurance
  - Identify effective ways to support excellence and creativity in the field of QA.
- Any other functions as assigned by INQAAHE's Board of Directors

## **QUALIFICATIONS**

INQAAHE's Chief Executive Officer will be a dynamic and mission-driven individual with strong emotional intelligence, leadership and management skills, exceptional judgment, superb communication skills, and the ability to work collaboratively in a global context with many internal and external constituencies. The individual will have a strong record of developing programs and activities that create financial growth and sustainability for the organization.

### **Required Qualifications:**

- Clear and demonstrated understanding of the concepts and issues surrounding QA in higher education today;
- Management experience in mission-driven, non-profit organization or association that demonstrates ability to lead an efficient and effective organization in accordance with best practices and fiduciary requirements;
- Demonstrated ability to develop and expand revenue channels to support, sustain and grow operations of a non-profit network or member-based organization;
- Experience that demonstrates the ability to self-start and work independently on projects, meeting deadlines and schedules, while maintaining a service-oriented attitude toward all membership and board-level concerns;
- Proven ability to work collaboratively while establishing mutual trust and respect with a volunteer leadership base, related professional organizations, and stakeholder groups;
- Strong written and oral communication skills, with the ability to serve as an effective spokesperson to local and global communities of interest;
- Evidence of leadership, specifically in decision-making and responsibility;
- Completion of an advanced degree in higher education, international education, or related field;
- Fluency in English (reading, writing, speaking).

### **Desired Qualifications:**

- Multilingual;
- Completion of a doctoral-level degree;
- A record of visionary, strategic and creative leadership applicable to managing a not-for-profit organization focused on issues related to tertiary education;
- A nuanced understanding of current and global issues within higher education quality

- assurance, evidenced through publications, presentations or specific experience;
- An ability to articulate new ideas, collaborate and inspire vision within the Network, the staff, Board, and among INQAAHE's diverse member constituents;
- Evidence of the collection and use of internal and/or external stakeholder feedback for continuous improvement;
- Experience with INQAAHE activities.

INQAAHE is looking for a candidate who possesses the skills to further elevate INQAAHE's position as a world leader in tertiary education quality assurance and as an umbrella organization for external and internal quality assurance providers.

### **ADDITIONAL INFORMATION**

This is a full-time position that may be performed fully or partially in a remote/teleworking environment. INQAAHE's headquarters are in Barcelona, Spain and episodic travel to Barcelona and other locations will be required. As a truly global organization, INQAAHE is committed to hiring a diverse workforce and sustaining an inclusive culture. Compensation structure will be based on demonstrated experience and competencies and negotiated within the terms of the final contract.

INQAAHE invites qualified applicants to apply now. **Interviews will begin in September with a desired hire date after October 1, 2022.** Please submit your **resume**, a **letter of interest** addressing the position requirements, and **3-5 professional references** to [hr@inqaahe.org](mailto:hr@inqaahe.org). Position is open until filled.