

From ILA's Leadership Jobs Board
<https://ilaglobalnetwork.org/jobs-board/>

The Association of International Education Administrators (AIEA) seeks a mission-aligned and visionary leader to join the organization as the next Chief Executive Officer (CEO).

The Association of International Education Administrators (www.aieaworld.org), a membership organization formed in November 1982, is the only association dedicated exclusively to senior leaders in the field of international education, equipping them to shape the future of higher education in a global context. With more than 600 members from around the world, AIEA brings international education leaders into dialogue with each other, their counterparts around the world, organizations that promote international education, and groups concerned with the shaping and management of international higher education.

Reporting directly to the Executive Committee of the Board of Directors, the CEO is the key leader responsible for overseeing the operations of the Association which includes the administration, staff, programming, strategic vision and plan implementation while representing the Association in external relations.

In alignment with Secretariate and the Board, the Chief Executive Officer will be expected to:

- **Engage and expand partnerships:** As a distinct but small organization, AIEA will continue to thrive by partnering with selected organizations to deliver professional development, expert insight and information, and assistance to its members.
- **Create growth opportunities:** AIEA was created as the premier professional organization for senior international officers in the international education community, and the board is exploring additional groups that could be engaged as new members.
- **Enable innovation:** Envision how the organization might leverage technology to address member needs in a time of ever-changing global education issues.
- **Further establish AIEA as a thought-leader:** Partnering with the Board and top subject matter experts to further position AIEA as a leading association and contributor in international education.
- **Provide Hands-on Leadership:** Active involvement in daily operations working closely with the Secretariat to steer AIEA's operations and programs, ensuring continued team effectiveness and alignment with member needs. Working closely with the Board, the CEO will also direct long-term financial planning necessary for organizational sustainability and growth.

• **Promote justice, equity, diversity, and inclusion and reflect cultural competency:**

In both their internal and external work, the CEO will model cultural competency and professional curiosity to further advance justice, equity, diversity, and inclusion in the work of the association, engagement of its members and partners, and promotion of new and emerging professionals.

The CEO should bring proven experience with budgeting, financial and annual reporting, office management, human resources, customer service, events management, and program evaluation experience, preferably in association management or international education. The CEO must be innovative, self-motivated, able to multi-task, work closely with the AIEA board, and effectively lead the Association's Secretariat staff. A Ph.D. or other terminal degree in international education, higher education, international studies, or other related field is strongly preferred, and a master's degree is required. At least eight to ten years of senior management experience is also required.

WittKieffer is assisting the Association of International Education Administrators in this search. This is a full-time, remote position with some regular travel for board meetings and conferences. The starting salary range for this position is \$180,000 with a comprehensive suite of benefits. Applications, nominations, and inquiries are invited.

For fullest consideration, candidates should provide, as two separate documents, a résumé/CV and a letter of interest that addresses the responsibilities and requirements described in the Leadership Profile (<https://api.wittkieffer.com/wp-content/uploads/position/aiea-ceo-leadership-profile.pdf>). Applications should be submitted to WittKieffer's Candidate Portal at <https://apptrkr.com/5374256> . Nominations and inquiries can be directed to WittKieffer consultants Robert Springall and Roxana Woudstra via email at AIEA-CEO@wittkieffer.com .

AIEA is committed to diversity, equity, inclusion, justice, and actively building towards anti-racism in the work of the Association. We kindly ask you to hold us accountable when our actions don't align with these values. Contact us at Secretariat@aieaworld.org.