Position: Executive Director of the Midwifery Education Accreditation Council (MEAC)

Primary Responsibility: The Executive Director of MEAC provides oversight and leadership of the agency’s consistent achievement of its mission, financial objectives, and accreditation responsibilities. This position reports to the MEAC Board of Directors.

Hours & Job Location: 30 hours of work per week from a home office.

Salary & Benefits: Salary is commensurate with experience and qualifications. Benefits package includes health insurance stipend and paid time off.

Duties & Responsibilities
The Executive Director holds leadership and oversight responsibilities in 7 primary areas: 1) Board Governance & Strategic Planning; 2) Organization Operations; 3) Staff Management; 4) Accreditation Operations; 5) Financial Performance & Viability; 6) Regulatory Compliance; 7) Public & Interprofessional Relations.

Board Governance and Strategic Planning:

1. Work with Board to assure that the agency has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. See that the Board is kept fully informed on the condition of the agency and all important factors influencing it.
3. Collaborate with the Board when significant changes concerning personnel or financial conditions are anticipated.
4. Assist in recruitment of new Board members and provide new Board member orientation and training.
5. In conjunction with Board President, prepare agendas and materials for all board meetings, including one three-day in person meeting and one two-day in-person executive committee meeting.
6. Staff (or delegate appropriately) the following Committees of the Board:
   a. Nominations
   b. Finance
   c. Policies and Procedures
   d. Educational Standards
   e. Executive

Organization Operations:

1. Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
2. Promote active and broad participation by volunteers in relevant areas of the organization’s work.
3. Maintain a working knowledge of significant developments and trends in higher education and accreditation.
4. Ensure that the work of the organization progresses according to timelines established.
5. Conduct annual risk assessment evaluation and ensure that the agency is adequately insured.
7. Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the agency, and jointly, with designated officers, execute legal documents.

**Staff Management**

1. Be responsible for the recruitment, employment, training, oversight and release of paid staff and consultants.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

**Accreditation Operations**

1. Manage formal and informal complaint processes filed against schools.
2. Manage the ongoing standards revision process.
3. Be responsible for the recruitment/retention and training of Accreditation Review Committee volunteers.
4. Support Accreditation Coordinators in their daily work managing the accreditation process and timelines.

**Financial Performance and Viability**

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, the Treasurer, and the Board in preparing an annual budget, and see that the agency operates within budget guidelines.
3. Manage the annual financial portfolioi and fundraising efforts of the agency, including, but not limited to, grant writing, annual donor appeal, and appeal to the allied midwifery organizations.
4. Oversee annual independent reviews and audits as well as year-end bookkeeping procedures and IRS 990 report filings.

**Regulatory Compliance**

1. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
2. Manage the process of continuing recognition as an accrediting agency (preparation and submission of petitions, ongoing interim reports, and NACIQI hearings).
3. Participate actively in the Association of Specialized and Professional Accreditors (ASPA) bi-annual conferences and e-list communications.
4. Attend NACIQI hearings as the budget allows.

**Public and Interprofessional Relations**

1. Promote active communication and collaboration with associated professional organizations and diverse stakeholders.
2. Attend midwifery conferences and conventions as budget allows.
3. Publicize the activities of the agency, its programs and goals.
4. Represent the programs and agency point of view to other agencies, organizations, and the general public.
Professional Qualifications

Minimum qualifications:
- Bachelor’s degree
- Significant organizational management experience
- Experience in higher education administration an/or accreditation

Preferred qualifications:
- Master’s degree
- Management experience in non-profit sector, specifically
- Experience with U.S. Department of Education (USDE) accreditation-recognition processes and/or knowledge of USDE regulations
- Knowledge of the midwifery professions and/or other health care professions
- Experience in midwifery education, broadly defined, and/or experience in competency-based education

Knowledge, Skills and Abilities needed:
- Budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities, including planning, delegating, program development and task facilitation
- Knowledge of diverse funding streams, such as donor contributions, grants, private entrepreneurship, membership fees, etc.
- Strong written, oral, and interpersonal communication skills
- Strong leadership skills
- Ability to successfully engage diverse stakeholders and engage in conflict resolution
- Ability to oversee and collaborate with staff
- Ability to work virtually with staff and Board of Directors
- Demonstrable commitment to equity and diversity

About MEAC
MEAC is an independent, nonprofit organization recognized by the U.S. Department of Education as an accrediting agency for direct-entry midwifery institutions and programs.

The Midwifery Education Accreditation Council’s mission is to promote excellence in midwifery education through accreditation. It creates standards and criteria for the education of midwives. MEAC standards incorporate the nationally recognized core competencies and guiding principles set by the Midwives Alliance of North America (MANA), The International Confederation of Midwives (ICM), and the requirements for national certification by the North American Registry of Midwives (NARM). MEAC’s accreditation criteria for midwifery education programs reflect the unique components and philosophy of the Midwives Model of Care™. The purpose of MEAC is to establish standards for the education of competent midwives, and to provide a process for self-evaluation and peer evaluation for diverse educational programs.

MEAC operates in a virtual working environment. The agency is led by a Board of Directors and is supported by a staff of one Executive Director, two Accreditation Coordinators, one Administrative Assistant, and several volunteers.

Statement of Non-Discrimination
In all of its dealings, neither MEAC nor any of its duly authorized agents shall discriminate against any individual or group on the basis of race, age, sex, religion, color, national origin or ancestry, disability, familial status, sexual orientation, citizenship status, or other protected status under federal, state or local law.

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