

## PRESIDENT

### EDUCATIONAL CREDENTIAL EVALUATORS

MILWAUKEE, WISCONSIN



**Educational Credential Evaluators**

Unlocking the promise of international education®

*ECE Mission: To promote the betterment of individuals' lives and society by ensuring that educational qualifications are fairly and accurately recognized across borders.*

Educational Credential Evaluators (ECE) has partnered with Spano Pratt Executive Search to identify their new President. For a confidential conversation and to learn more about this opportunity, please contact Lindsey Kriete or Lisa Maddox.

#### **Spano Pratt Executive Search**

Lisa Maddox, Executive Search Consultant  
[Lisa@spanopratt.com](mailto:Lisa@spanopratt.com)  
(571)215-7656

Lindsey Kriete, Practice Director  
[lkriete@spanopratt.com](mailto:lkriete@spanopratt.com)  
(414)234-9033

## ORGANIZATION

---

ECE is one of the nation's largest credential evaluation agencies and is recognized by the US Department of Education and the US Department of State. It is also one of the founding members of the National Association of Credential Evaluation Services (NACES), an association of 19 credential evaluation services with admission standards and an enforced code of good practice. ECE has a strong history of industry and thought leadership and has directly influenced the standards for robust, legitimate credential evaluation.

Since 1980, ECE has provided evaluation of educational credentials for persons who completed part or all of their education outside of the United States. ECE's mission, as a nonprofit, is to promote the betterment of individuals' lives and society by ensuring that educational qualifications are fairly and accurately recognized across borders.

A credential evaluation compares academic and professional degrees earned in one country to academic and professional degrees earned in another. Colleges, universities, employers, and governments use credential evaluations to evaluate foreign education as part of the admission or hiring process. Acquiring a credential evaluation from ECE will ensure foreign education is fully understood by colleges, universities, and employers within the U.S.

ECE provides the following services:



**FOREIGN CREDENTIAL EVALUATION:** ECE prepares evaluation reports that determine the equivalents of foreign academic work.



**ECE CONNECTION AND CONNECTION ADVANTAGE PROGRAM:** ECE Connection provides information on educational systems around the world for anyone who evaluates foreign educational documents. ECE conducts research on educational systems worldwide and their publications are used by international education professionals at colleges/universities and other organizations to help them interpret foreign educational credentials for the purpose of admitting students to educational and professional programs.



**ECE Aid®:** The ECE Aid initiative focuses on offering fee waivers to vulnerable populations such as refugees for academic credential evaluations from ECE.



## POSITION OVERVIEW

---

Established in 1980, the successful candidate will become the third President in the organization's nearly 45-year history. The President will work collaboratively with the Board of Directors and senior staff in leading ECE and delivering on our internationally oriented mission of providing evaluated educational credentials for persons who completed part or all their education outside of the United States. The President will oversee the complete strategic direction of the company at its Milwaukee-based office and ensure strategic and business goals are met including ECE's fiscal, operations, marketing, human resources, and technology strategies are effectively implemented across the organization. The President will guide ECE through an evolving technology and global education landscape via strong leadership, innovation, and compassion.

## CORE RESPONSIBILITIES

---

### Strategic Leadership

- Promotes the public service mission of ECE
- Leads, develops, and implements activities designed to fulfill the purposes noted in the Articles of Incorporation and mission
- Implements the strategic plan, identifying short-term and long-term goals to ensure the organization's adherence to mission and outcomes
- Sets the short (3-5 years) and long-term (10-20 years) strategic direction for the organization, incorporating the evolving needs of the organization and the profession
- Coordinates and leads strategic planning sessions with the senior leadership team
- Facilitates a collaborative, learning, and supportive organizational culture
- Ensures the delivery of high-quality services while managing current and future growth
- Ensures the development of new products, services, and clients

### Financial

- Oversees the financial status of the organization including developing financial plans, monitoring the budget, and ensuring sound financial controls are in place. While ECE is a 501(c)3 nonprofit, traditional fundraising is not a significant part of its income strategy.
- Sets financial priorities that support ECE's mission and the needs of the organization and staff
- Allocates funds to support present needs and future potential
- Works closely with the Senior Director of Finance to develop, analyze, and monitor annual budgets and financial reports; confers regularly with the Board Treasurer

## **Board Engagement**

- Cultivates a strong working relationship with the Board and ensures open communication around defined milestones and goals
- Regularly reports to the Board of Directors and the chairs of Board committees and raises relevant policy issues
- Implements Board policies in conjunction with senior staff leadership
- Participates (in-person) in formal board meetings (typically two per year), as well as virtual board and board committee meetings held throughout the year; presents data and analysis as synthesized from reporting tools and senior staff and directors
- Helps to build a diverse and inclusive Board that represents the community and is highly engaged
- Adheres to annual performance review process by the Board

## **Professional Relationships**

- Builds quality professional relationships which engage various audiences such as employees, clients, partners, and industry professionals to include credential evaluation applicants, university/college staff, licensing boards, immigration attorneys, and recruiters
- Travels to national and international forums and conferences to represent ECE; develops and maintains relationships with community and industry leaders
- Communicates ECE's mission, vision, and values to relevant stakeholders and the broader community
- Forges strategic partnerships and relationships with clients, vendors, and other organizations
- Supervises the development and execution of a marketing plan to promote ECE to existing and prospective clients, interest groups, and key national and international organizations

## **Operations**

- Facilitates cross-departmental collaboration and strengthens internal communications with staff throughout the organization; creates and promotes a positive, multicultural work environment that supports consistency and efficiency
- Promotes innovative technologies that improve efficiency, accuracy, and client interactions
- Supervises the management team and staff members responsible for key functions such as evaluation, finance, human resources, marketing, operations, and technology
- Establishes standards and guidelines to ensure the quality and timeliness of all ECE activities; monitors outcomes, indicators, and client feedback



## QUALIFICATIONS & EXPERIENCE

---

### Education and/or Experience

- A master's degree is required. Preferred areas of study at the undergraduate and graduate levels include one or more of the following: business administration, education, educational administration, humanities, international business, and social sciences.
- Seven to ten years of experience leading a business or public service organization, government, or nongovernmental organization. Experience must include a substantial majority of the essential duties described. Extensive international and multicultural experience is preferred.

### Foreign Language Skills

- Foreign language skills are not necessary for this position; however, familiarity with a foreign language and/or foreign cultures is preferred.



## COMPETENCIES

### Customer Focus & Communication

- Interpersonal Skills - Maintains confidentiality, builds strong relationships, treats people with respect, solicits and applies customer feedback (internal and external)
- Communication - Effective presenter and communicator; communicates well with a variety of internal and external stakeholders; acts as an effective negotiator to achieve consensus amongst differing opinions

### Organizational Focus

- Ethics - Works with integrity; upholds organizational values; inspires the trust of others; accepts responsibility for own actions
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; follows through on commitments; exhibits sound judgment; explains reasoning for decisions; includes appropriate people in decision-making process; makes timely and sound decisions

- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others; builds morale; focuses group on goals; works with department leaders to ensure legal, ethical, and compliant operations while meeting business goals

## **Functional Expertise**

- Business Acumen - Focuses on revenue generation and profitability with financial savvy; demonstrates knowledge of markets and competition; aligns work with strategic goals; sets clear priorities; delegates; guides investment in people and systems; applies keen analytic, organizational, and problem-solving skills
- Cost Consciousness - Works within designed budget; develops and implements cost saving measures; conserves organizational resources

## **Leadership**

- Inspirational Leadership - Exhibits confidence in self and others; motivates others to perform well; gives appropriate recognition; displays passion and optimism; inspires respect and trust
- Change Management - Develops workable implementation plans; effectively communicates changes; builds commitment; overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions; works to establish and articulate vision; shows creativity when defining solutions
- Managing People - Includes staff in planning and decision-making; takes responsibility for subordinates' activities; offers open-door and approachable environment; gives and accepts regular performance feedback; develops employee skills and encourages growth; encourages and authorizes independent work; sets expectations; monitors delegated activities



## PERSONAL QUALITIES

---

The ideal candidate is an emotionally intelligent leader and people manager, who has a passion for ECE's mission, for the people it serves, and services it offers, along with an affinity for an international and intellectual environment. The candidate should possess a track record of inspired leadership that develops talent, embraces change, and contributes to a collaborative work environment.

## COMPENSATION AND LOCATION

---

Compensation includes a hiring range of \$160,000 - \$200,000 and a competitive benefits package. The position is based in Milwaukee, Wisconsin.



To learn more about ECE:

- Why choose ECE: <https://youtu.be/2NJpdNriKUY>
- What is Credential Evaluation: <https://youtu.be/hwYndlgCRMY>
- The Impact of Credential Evaluations: <https://www.ece.org/Blogs/Impact-of-Credential-Eval.htm>



This position is not just a job; it's an opportunity to be part of ECE's legacy.

To be considered for this opportunity, please submit a cover letter, and resume to:

Lisa Maddox, Executive Search Consultant -OR- Lindsey Kriete, Practice Director  
[Lisa@spanopratt.com](mailto:Lisa@spanopratt.com) [lkriete@spanopratt.com](mailto:lkriete@spanopratt.com)

[www.spanopratt.com](http://www.spanopratt.com)