



Position Specification

ANSI National Accreditation Board

Executive Director

2022



POSITION SPECIFICATION

Position	Executive Director
Organization	ANSI National Accreditation Board
Location	Washington, DC
Reporting Relationship	President and CEO of ANSI
Website	https://anab.ansi.org/

ORGANIZATION BACKGROUND

The ANSI National Accreditation Board (ANAB) is the largest multi-disciplinary accreditation body in the western hemisphere, with more than 2,500 organizations accredited in approximately 80 countries. A non-profit and wholly owned subsidiary of the American National Standards Institute (ANSI), ANAB has comprehensive signatory status across multilateral recognition arrangements of the International Accreditation Forum (IAF) and International Laboratory Accreditation Cooperation (ILAC). ANAB helps industry and facilitates trade by providing accreditation and training and serving as architects for the conformity assessment structure of industry-specific programs.

ANSI is a private, non-profit organization that administers and coordinates the U.S. voluntary standards and conformity assessment system. Founded in 1918, the Institute works in close collaboration with stakeholders from industry and government to identify and develop standards- and conformance-based solutions to national and global priorities. ANSI serves as a strong voice on behalf of the U.S. voluntary standards community, protecting and strengthening its impact domestically and internationally. Through its membership, partnerships, and diverse programs and activities, ANSI represents the interests of more than 270,000 companies and organizations and 30 million professionals worldwide.

KEY RESPONSIBILITIES

The Executive Director provides strategic leadership and visionary coordination to position ANAB at the forefront of international accreditation, assuring integrity of services, advancing ANAB's vision and mission, and striving for sustained growth and diversification. They are responsible for the overall operational and financial aspects of the business. Specific responsibilities include the following:

- Formulates strategic plans and identifies priorities driving ANAB's continual improvement, growth, and commensurate recognition. Identifies and analyzes trends in conformity assessment for inclusion in ANAB's strategic planning.
- Provides leadership, direction, and oversight of ANAB operations in fulfillment of ANAB's mission, vision, and strategic plan; directs and leads the day-to-day business affairs of ANAB.
- Builds and maintains successful relationships with domestic and international conformity assessment stakeholders for the advancement of conformity assessment and standardization.
- Ensures ANAB's continued leadership in and recognition by international organizations providing such recognition, such as IAF, ILAC, APAC and IAAC.



- Promotes, attracts, and builds relationships with conformity assessment stakeholders (e.g., scheme owners, regulators, conformity assessment bodies) to identify new opportunities for ANAB's accreditation and training services.
- Represents ANAB at U.S. and international conferences and other meetings. Proactively seeks opportunities to enhance ANAB's visibility and standing including presentations at national and international levels.
- Ensures that ANAB fulfills and continually improves its fulfillment of the requirements of ISO/IEC 17011.
- Strategizes on issues concerning trade, standardization, regulations, conformity assessment, accreditation while promoting ease of doing business in the U.S. and abroad.
- Participates and contributes on behalf of ANAB at ANSI Board of Directors and other ANSI committee meetings, as appropriate.
- Manages ANAB's leadership team, including hiring, mentoring, and engaging to ensure professional growth, compensation management, and performance reviews. Delegates responsibilities to individuals or groups as required.
- Creates and promotes a collaborative culture that reflects ANAB's vision and mission and that of ANSI.
- Creates and promotes a diverse and inclusive working environment that facilitates cooperation and teamwork within ANAB and across all ANSI companies.
- Fosters opportunities for professional and personal growth and success.
- Assures sustained financial success of ANAB, including consideration of business opportunities, and potential growth opportunities via mergers and acquisitions.
- Prepares annual budgets; supervises finance and contractual arrangements.
- Works effectively with ANSI Senior Staff and assures the effective implementation of the ANAB Operating Agreement with ANSI.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

ANAB is seeking a strategic leader to represent the organization across market sectors and geographies – promoting, attracting, and building relationships that strengthen customer satisfaction and foster growth and diversification. They will demonstrate a strong passion for the organization's mission and possess the relevant experience, background, and leadership competencies to advance the organization's impact globally. They will possess at least 15 years of technical operations management experience, including ideally a minimum of ten years of experience in technical operations management and five or more years of executive management experience. They possess an impressive professional network, in both industry and government.

Specific experience and qualifications will include the following:

- Demonstrated broad knowledge of standards and their relationship to conformity assessment, both in the U.S. and internationally.
- Extensive experience with strategic thinking, planning, and execution; business operation; financial planning and analysis; organizational development; staff management; and budget and resource development. Sales and marketing experience is highly desirable.
- Ability to establish effective relationships with government agencies/regulators and industry/business associations across the globe. Demonstrated cultural competency in dealing with individuals from diverse regions of the world.



- Strong written and verbal communication skills, including experience as an effective public speaker at the national and international level.
- Strong interpersonal skills including professional behavior, empathy of others, engaging in active listening, and building effective working relationships. Strong diplomatic skills.
- Strong business acumen (negotiation, process improvement, change management). An ability to manage business operations in multiple geographies with a diversified customer and employee base.
- Competence to facilitate company acquisitions and mergers preferred.
- Demonstrated success in leadership and team development, with proven success in organizational integration and change management, including building strong interdisciplinary teams.
- Experience in leading organizations through digital transformation preferred.
- Skilled in computational thinking, applying data science and data analytics to inform organizational strategy and achieve its objectives.
- A personal work ethic of integrity, accountability, achievement, and persistence to model a healthy workplace environment.

EDUCATION

Bachelor's degree from accredited college or university is required. Advanced Degree preferred.

COMPENSATION

A competitive compensation package will be made available to the qualified candidate.

KORN FERRY CONTACTS

Lorraine Lavet

Senior Client Partner
National Association Sector Leader
(703) 919-6540

Lorraine.Lavet@kornferry.com

Becky Graham

Senior Associate
(703) 761-7021

Becky.Graham@kornferry.com

Emily R. Lynch

Senior Project Coordinator
(703) 498-7227

Emily.Redda@kornferry.com