



## Job Description

### *Chief Accreditation Officer (CAO)*

#### CAHME Overview

Since 1968, the Commission on Accreditation of Healthcare Management Education (CAHME) has served the public interest by advancing the quality of healthcare management education globally. CAHME accredits academic programs in healthcare management covering areas such as healthcare leadership, quality and safety, and population health. Through partnerships with leading academic and healthcare institutions, CAHME seeks to ensure that graduates possess the necessary competencies and practical experiences to excel in the healthcare field adding value to organization and growing into future leaders.

CAHME is the only organization recognized by the Council on Higher Education Accreditation to grant accreditation to graduate programs in healthcare management.

CAHME is a forward-thinking, inclusive, and innovative organization committed to delivering exceptional results while fostering a healthy work-life balance. We believe that fulfilled employees drive our success, and we prioritize flexibility, well-being, and professional growth.

While the position is primarily a remote role, may need to participate for in-person staff/company functions.

#### Position Summary

##### **Reporting**

President and CEO of CAHME

**Duties and Responsibilities:** The CAO is the individual primarily responsible for ensuring accreditation quality at CAHME. The CAO provides strategic leadership and oversight for all accreditation activities within CAHME. This role ensures that accreditation standards, policies, and procedures align with regulatory requirements, best practices, and the evolving landscape of higher education. The CAO serves as a key liaison with institutions, regulatory bodies, and stakeholders while leading efforts to maintain integrity, consistency, and excellence in accreditation processes.

The CAO works closely with the Standards Council to ensure accreditation standards remain relevant and responsive to changes in higher education and with the Accreditation Council to oversee accreditation decisions, institutional compliance, and continuous improvement initiatives.

##### **Responsibilities of the Chief Accreditation Officer (CAO):**

##### **Leadership & Strategy**

- Provide strategic direction for the accreditation process, ensuring alignment with agency goals, higher education trends, and regulatory requirements.



- Oversee and manage the work of the Standards Council, ensuring accreditation standards remain current, effective, and aligned with best practices.
- Support the Accreditation Council in the evaluation and decision-making processes for accreditation, reaffirmation, and institutional compliance.
- Represent the accrediting agency at national conferences, policy meetings, and discussions related to accreditation.
- Develop strategies to enhance transparency, efficiency, and accountability in the accreditation process.

### **Accreditation Process & Compliance**

- Lead the accreditation review process, ensuring institutions meet established standards and guidelines.
- Oversee accreditation site visits, ensuring consistency and accuracy in reporting and evaluations.
- Work with the Accreditation Council to review institutional findings, resolve compliance issues, and ensure adherence to accreditation standards.
- Ensure timely communication and reporting of accreditation decisions to institutions, regulatory agencies, and stakeholders.
- Monitor compliance with federal and state accreditation regulations, including those set by the U.S. Department of Education and CHEA (Council for Higher Education Accreditation).

### **Staff Management & Development**

- Supervise and provide leadership to Accreditation Operations Manager and Program Development Manager, ensuring alignment with strategic accreditation goals.
- Oversee staff responsibilities related to accreditation operations, program review logistics, and policy implementation.
- Provide mentorship, professional development opportunities, and performance feedback to ensure high-functioning teams.
- Facilitate cross-departmental collaboration to improve accreditation processes and program development initiatives.
- Ensure accreditation operations staff are effectively trained in accreditation policies, site visit coordination, and institutional compliance requirements.

### **Standards & Policy Development**

- Collaborate with the Standards Council to regularly review and update accreditation standards to reflect changes in higher education, emerging technologies, and evolving industry needs.
- Identify areas for improvement in accreditation policies and propose updates to enhance clarity, consistency, and effectiveness.
- Develop training programs, resources, and guidelines to help institutions understand and meet accreditation requirements.

### **Stakeholder Engagement & Communication**



- Serve as the primary liaison between the accrediting agency, higher education institutions, and policymakers on accreditation-related matters.
- Provide guidance and support to institutions preparing for accreditation and reaffirmation processes.
- Facilitate discussions and workshops with institutional leaders, faculty, and accreditation teams on best practices and compliance expectations.

### **Quality Assurance & Continuous Improvement**

- Collaborate to design and implement an integrated quality assurance and continuous quality improvement framework for the accreditation cycle, including structured data collection, analysis, and documented improvement actions that inform accreditation decisions and strengthen the effectiveness of accreditation practices.
- Evaluate accreditation processes and implement enhancements to improve efficiency and effectiveness.
- Conduct research on accreditation trends, challenges, and innovations to inform policy development.
- Work closely with institutional leaders to support continuous improvement efforts in academic quality and institutional effectiveness.

### **Skills**

- Relationship Building & Diplomacy
- Ethical Stewardship
- Strong communication and presentation skills
- Collaboration
- Demonstrated proficiency in Microsoft Office Suite: Word, Excel, Outlook, PowerPoint, & Teams.

## **Work Hours & Remote Work**

- Full-Time, Exempt
- CAHME operates on an Eastern Time Zone schedule
- While the position is primarily a remote role, there will be in-person staff/company functions you need to attend.
- This role requires a dedicated workspace with reliable internet connection and a cell phone to ensure productivity and effective communication during work hours.

## **Qualifications**

### **Required**

- Master's or Doctoral degree in Higher Education, Educational Leadership, Healthcare, Public Policy, or a related field
- 10+ years of experience in accreditation, regulatory affairs, higher education administration, or a related role



- Experience managing professional staff, including performance evaluation, coaching, and team development
- Deep knowledge of accreditation standards, policies, and compliance frameworks
- Experience working with accreditation councils, governing boards, and regulatory agencies
- Strong leadership, strategic thinking, and decision-making skills
- Excellent communication, collaboration, and problem-solving abilities

**Preferred**

- Experience leading accreditation efforts at a national, regional, or programmatic accreditor
- Familiarity with federal and state higher education regulations (e.g., U.S. Department of Education, CHEA)
- Proven ability to lead process improvement initiatives within organizations