



**Position Title: Assistant Vice President, Lifelong Learning**  
**Department/Division: Leadership and Lifelong Learning**  
**Level: Assistant Vice President**

The Division of Leadership and Lifelong Learning, of the American Council on Education (ACE), is seeking an Assistant Vice President (AVP), Lifelong Learning.

**POSITION SUMMARY:**

The AVP will provide overall administration of the Center for Lifelong Learning (CLLL), including, but not limited to: 1) Providing leadership for ACE's and CLLL's relationship with senior leaders and key decision-makers within the higher education community, funding agencies, federal agencies, and workforce constituents; 2) Interpreting national policies and developing programs to support these policies; 3) Providing leadership and management of the Center's Corporate and Military Programs and making decisions that have an impact on both ACE and CLLL activities.

**ESSENTIAL JOB DUTIES OR TASKS:**

- In conjunction with the Senior Vice President, develops and implements the Agenda for the Center that recognizes the broad reach of lifelong learning, is sustainable in its direction, and can be viably sustained by the staff of the Center.
- Provides leadership and oversight to the Center's programs: Military Evaluations Program, ACE College Credit Recommendation Service (CREDIT), Pre-college programs and Veterans Programs
- Serves as ACE's staff officer for the Commission on Lifelong Learning. Recommends members for the Commission in consultation with the Sr. Vice President and formulates meeting agendas that will advance the policies and work of ACE and the Center.
- Works with the Department of Government and Public Affairs to shape and improve state and national lifelong learning legislation and to serve as a resource for the media on lifelong learning, military, and policy issues.
- Provides national leadership in the areas of extra-institutional learning, prior learning assessment, and non-traditional students. Makes key presentations at association, military, corporate, labor, and other conferences with a view to representing ACE in these areas and raising the level of national discourse.
- Oversees the development of new programs and initiatives for the division, in cooperation with other ACE units where practical. Oversees the search for funding for these activities.
- Manages overall budgetary performance of the Center's programs. Reviews budget documents and makes projections to keep the Center and its programs meeting or exceeding expectations. Provides direct and specific oversight of annual contracts and budgets. Develops best practices to ensure compliance with contractual obligations and management of revenue and expenditures.
- Develops strategic alliances and relationships with senior leaders of colleges and universities, business and corporate entities, and federal agencies and other higher education associations.
- Leads the development of business strategies for Corporate Programs to include establishing goals and objectives, forecasting and budgeting, and strategic planning.

**EDUCATION/EXPERIENCE/SPECIALIZED KNOWLEDGE AND COMPETENCY REQUIREMENTS:**

- Master's degree or higher.
- Excellent oral and written communication.
- 10+ years of senior leadership and management experience; 7 or more years experience with higher education.
- Knowledge of lifelong learning policies and practices.
- Ability to work with diverse audiences and a broad range of stakeholders.
- Current knowledge across the wide scope of lifelong learning policies, practices, and trends.
- Demonstrated commitment to educational attainment and ability to work with all levels of higher education to facilitate programs and services for adult learners.
- Administrative experience in planning, budgeting, grant writing, and leadership & mentoring.
- Comfortable working in a fast paced, information driven environment where productivity of the workforce is mission critical.
- In depth experience needed leading functions and teams

**WORKING CONDITIONS/PHYSICAL EFFORT:** Office Environment

ACE is the major coordinating body for all of the nation's higher education institutions, provides leadership and a unifying voice on higher education issues and influences public policy through advocacy, research, and program initiatives. We are conveniently located near the Dupont Circle Metro in downtown DC. We offer a highly competitive salary and a very impressive benefits package, a dynamic working environment with exceptional colleagues.

If you are interested in pursuing this opportunity, please go to ACE's web site [www.acenet.edu](http://www.acenet.edu). (Click on: About ACE; Employment at ACE; Current Job Opportunities; All Posted Jobs or Category of Interest, Click on position of interest – view position. To submit resume and cover letter select appropriate box below. Please submit resume and cover letter as one document.

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