

President and CEO (Full-time)

Acupuncture and Integrative Medicine College, Berkeley (AIMC) is a California non-profit institution of higher education with a focus on Integrative Medicine and a diversity of modalities, including Japanese Traditional Medicine. Located in Berkeley, CA, AIMC offers graduate, and professional doctoral degrees, as well as certificate programs.

AIMC produces graduates who have met standards of excellence in contemporary higher education, are educated to be creative, and to have a holistic perspective on the world and its peoples. AIMC graduates are leaders, innovators, and committed community healthcare providers.

In September 2021, AIMC was awarded by the Accreditation Commissioner of Acupuncture and Herbal Medicine (ACAHM) for the maximum 7 years' re-accreditation until 2028 for the Master level program and the maximum 7 years' initial accreditation for the Professional Doctoral program. AIMC is authorized by the California State Bureau for Private Postsecondary Education (BPPE) to operate in the state of California.

THE OPPORTUNITY

AIMC Berkeley is a leading college of Acupuncture and East Asian Medicine, and is one of the nation's most distinguished in the field of Integrative Medicine. We are seeking a dynamic and proven leader to serve as College **President**. Reporting directly to the Board of Directors, the President is responsible for taking a leadership role for the development of quality Traditional East Asian Medicine, and strengthening the overall operations and effectiveness of the school's administration.

The President serves as the chief executive officer for the College, and directs major functions that include: marketing and admissions; financial planning; annual planning and budget development; cash flow management; institutional relationships; internal and external compliance audit functions. The President works collaboratively, and serves as a non-voting member (ex-officio) of the Board, providing on-going operational reports to the Board. This executive officer also serves as an advisor to the Board and supports the Board in institutional decision/policy making.

Other responsibilities of the President include insurance and risk management, strategic planning and long-range financial projections, cost-benefit analysis of programs and services, and grant development and management.

KEY DUTIES AND RESPONSIBILITIES

Mission-driven Management:

- Plan, implement, manage, and facilitate the College's strategic plan to achieve the mission, vision, values, and educational objectives.

Financial/Accounting Management:

- Plans each division's budget plan in the overall institutional budget.
- Manages financial and budget administration, including the school's operating budget and capital budget.

- Manages cash flow and oversees the College's monies and expenses.
- Reports to the Board on financial analysis/forecast which includes innovative solutions, strategies, and procedures.
- Supports the Board in institutional fundraising efforts.
- Performs annual auditing and compliance to Generally Accepted Accounting Principles..
- Maintains insurance coverage and risk management.

Digital Marketing and Admissions:

- Conducts oversight of marketing efforts to maintain competitive brand image and reputation, with a particular focus on social media digital marketing
- Plans, implements, manages, and facilitates the College's strategic enrollment management (SEM) plan to achieve and maintain targeted enrollment numbers.

HR Oversight:

- Establishes and maintains a climate which encourages the development of competent personnel, a high level of morale, and achievement of the institutional goals.
- Hires or participates in the hiring of all key personnel and oversight of HR documentation and compliance.
- Maintains a safe, healthy, and comfortable workplace, with equitable balance between work and private life.

Compliance Management:

- Maintains accreditation compliance with ACAHM's comprehensive standards and criteria, the guidelines and requirements by the California State Bureau for Private Postsecondary Education (BPPE), the California Acupuncture Board (CAB), and federal and state laws and regulations including employment laws and related policies such as Cal/OSHA and institutional reporting requirements.

Qualifications

- Excellent written and verbal communication skills.
- Relevant executive leadership experience in healthcare and/or higher education.
- Demonstrated ability to uphold AIMC's mission, vision, and educational goals.
- Demonstrated financial management skills.
- Demonstrated knowledge of program, state and national higher education accrediting standards and regulatory requirements.

Knowledge, Skills, and Abilities

- A collaborative, effective, and proven leader, with a track record of leading the fiscal functions of a complex institution, preferably higher education
- An excellent record of leadership in policy formation, including planning, assessment, project accounting, grant, and general administration
- Demonstrated expertise in the development and implementation of strategic financial plans
- Comfortable and effective in dealing with ambiguity, complexity, competing demands, and change, while providing balanced leadership
- Extensive current knowledge of financial and business practices and information technologies, preferably experience or knowledge in East Asian Medicine.
- Data-driven financial and strategic decision making
- Effective communication, excellent supervisory and management skills. The ability to work in a team-oriented environment, with internal and external constituencies (including students, administrators, faculty, patients, and alumni)
- A track record of creating a culture of excellence and accountability, and the ability to thrive in a diversified, dynamic, multi-faceted organization
- An aspiration for excellence with mission, vision, and values that align with those of AIMC Berkeley

Education and/or Experience

- Bachelor's degree (B.A.) from a four-year college or university and two to five years of related experience and/or training, preferably with a small non-profit; or equivalent combination of education and experience
- Seven or more years in higher education.

Compensation, Hours, & Benefits

- DOE
- Full-time, exempt position
- AIMC offers full-time employees paid sick and vacation time, paid Holidays and health/dental insurance

To Apply:

If you meet the qualifications described herein, please submit your resume, cover letter, and 3 professional references to: apply@aimc.edu

AIMC is an equal opportunity/affirmative action employer.