



AAALAC International Associate Director – Accreditation Operations Position Description

AAALAC International seeks an experienced operational leader to help shape the future of a globally recognized accreditation program that advances excellence in animal care and use.

Reporting to the Chief Accreditation Officer, the Associate Director – Accreditation Operations will provide leadership for accreditation operations, staff coordination, workflow management, process improvement, and organizational effectiveness initiatives. This role will work closely with organizational leadership to strengthen operational consistency, support staff development, optimize accreditation processes, and help position the organization for future growth.

The successful candidate will be a collaborative leader who enjoys solving complex operational challenges, developing high-performing teams, and improving systems and processes. This position offers a unique opportunity to influence the future of a mission-driven organization through operational leadership, technology-enabled process improvement, and organizational innovation.

Key Responsibilities

- Lead and coordinate accreditation operational workflows and staff activities.
- Manage and support administrative personnel.
- Drive continuous process improvement initiatives to enhance quality, efficiency, and scalability.
- Develop operational metrics and reporting tools to support informed decision-making.
- Partner in the implementation and optimization of accreditation-related technology systems.
- Collaborate across departments to support effective communication, planning, and organizational coordination.
- Contribute to strategic discussions regarding the future development of accreditation operations.

Qualifications

- Bachelor's degree in biological sciences, laboratory animal science, organizational leadership, business administration, research administration, or a related field.
- 10+ years of progressively responsible operational leadership experience.

- 5–10 years of direct personnel management experience.
- Experience managing complex workflows within scientific, accreditation, compliance, research, healthcare, or similarly regulated environments.
- Demonstrated success leading process improvement and organizational change initiatives.

Preferred Qualifications

- Advanced degree in a related field.
- Lean Six Sigma certification or comparable process improvement training.
- Experience implementing technology solutions to improve operational effectiveness.

This position offers the opportunity to join a collaborative leadership team committed to continuous improvement, operational excellence, and advancing AAALAC International’s mission worldwide.

The position is located in Frederick, Maryland. Travel up to 20% may be required.

AAALAC International believes that the diversity of experiences, perspectives, and expertise strengthens our organization and advances our mission of promoting excellence in animal care and use worldwide. We encourage qualified candidates from all backgrounds to apply and invite applicants to learn more by reviewing our [Diversity, Equity, Inclusion, and Accessibility Statement](#).

Applications should be submitted to Dr. Debra Hickman at dhickman@aaalac.org by 7/20/26.