



# International Board of Lactation Consultant Examiners

Chief Executive Officer

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## Organizational Overview

IBLCE®, or the International Board of Lactation Consultant Examiners®, is an international credentialing body whose mission is to serve the global public interest by advancing professional practice in lactation consultation and support through credentialing.

The Board of Directors is excited to announce the search process to replace the retiring Chief Executive Officer, who has served for more than fifteen years.

IBLCE established the International Board Certified Lactation Consultant® (IBCLC®) certification programme in 1985. As of 2026, there are over 39,000 IBCLCs in 137 countries. The IBCLC exam is offered in 10 languages.

International Board Certified Lactation Consultants function and contribute as members of the maternal-child health team. They provide care in a variety of settings, while making appropriate referrals to other health professionals and community support resources. Working together with families, policymakers, and society, IBCLCs provide expert breastfeeding and lactation care, promote changes that support breastfeeding and help reduce the risks of not breastfeeding.

The International Board of Lactation Consultant Examiners® (IBLCE®) was founded in March 1985 using a \$40,000 loan from La Leche League International as start-up funding. IBLCE's founding was in response to the need for standards in the emerging profession of lactation consulting. This new profession had arisen during the 1970s and 80s in response to the need and request from mothers for breastfeeding care. During this same time period, there was an increasing body of published information about the benefits of breastfeeding and mother support organisations, such as La Leche League International and the Nursing Mothers Association of Australia (now the Australian Breastfeeding Association), had developed and were utilizing an extensive repertoire of breastfeeding management skills.

These factors of consumer demand, evidence-based, and practical clinical skills converged to create an ideal climate for the new profession and for standards that demonstrate the practitioner's knowledge and skill to practice in the field of lactation consulting.

IBLCE used the highly regarded professional certification standards, overseen by the Institute for Credentialing Excellence's (I.C.E.) accrediting body, in developing the IBCLC certification programme. The IBCLC programme is one of only a very few certification programmes holding this valued and widely recognized accreditation continuously since the late 1980s. This objective, third-party accreditation, is a sign of the IBLCE's professional certification excellence.

IBLCE offices are located in Falls Church, VA, with a budget of approximately \$5.5 Million and around 20 staff. The CEO will be based out of the Falls Church, VA office where the staff enjoy a hybrid schedule.

# Position Overview

IBLCE is seeking a dynamic, collaborative and mission-driven Chief Executive Officer (CEO) who will lead this global certifying organization with vision, impact and growth in mind. The new CEO will embrace the mission to serve the global public interest by advancing professional practice in lactation consultation and support through credentialing.

## Key Responsibilities

The CEO is hired by the Board of Directors and serves as an ex officio, non-voting member of the IBLCE and voting, ex officio member of the MILCC Boards. The CEO reports directly to the IBLCE Board Chair.

### Strategic Planning, Visioning, and Leadership

- Recommends and monitors credentialing and business strategy for future planning and sustainability.
- Leads and manages implementation of IBLCE's strategic initiatives, including business strategies, integrity in the credentialing process, highest standards for IBCLCs, and ethical standards.
- Conducts both internal and external assessments to identify emerging issues that affect IBLCE and Affiliates and bring relevant issues to the attention of the Board of Directors.
- Provides the Board with a vision of opportunities and changes in healthcare, business, technologies, and finance that can be leveraged to enhance the organization and its constituents.
- Sets specific organizational goals and outcomes and performance metrics, under the direction of the Board of Directors.
- Evaluates, in broad-based terms, the potential income and expenses, and risks of a project, proposal, or strategy.
- Communicates with key stakeholders to identify the changing needs and conditions of the stakeholders that IBLCE and Affiliates serve.
- Reviews and determines if programs and services are consistent with the IBLCE Vision and Mission statements.
- Develops programmes, products, and services that advance Vision and Mission within the policy guidelines set by the Board of Directors for IBLCE and the Global Centre for Lactation Training (GCLT)®(the Centre).

### Board Administration and Support

- Partners with and supports the Board of Directors and committee leaders, while serving on all IBLCE Board Committees as a non-voting, ex officio member
- Collaborates with the Board on the development and updating of the strategic plan and implements the Board's strategic plan, organisational goals, and objectives.

- Ensures the Board is kept informed on the conditions of the programs, finances, and important matters.
- Works closely with the Chair to develop Board meeting content and agendas, leadership orientation, and training.
- Ensures governance best practices are implemented, including volunteer conflict of interest form submissions.
- Coordinates with and supports Committee Chairs, and works with staff liaisons, on meetings and required content and materials.
- Oversees, with the Centre staff, the development of products and services to enhance the profession and provide relevant education and training for those in the lactation field
- Serves as a voting, ex-officio member of the Monetary Investment for Lactation Consultant Certification (MILCC) Board.
- Ensures that the IBCLC Commission maintains a liaison from the IBLCE Board of Directors.
- Serves as staff liaison to the officers and directors, anticipating and meeting their needs for materials and information for decision-making, and supports them in fully performing their responsibilities.
- Provides advice and guidance in nonprofit organization governance, including legal compliance and financial reporting requirements.
- Stays informed and current in the lactation consultant profession and the business of credentialing.
- Recommends policy changes when necessary to remain compliant with federal or state laws and regulations or accreditation standards.
- Oversees effective and efficient volunteer assignments and experiences consistent with best practices to ensure continued retention, engagement, and recruitment.

## Policy Management and Finance

- Provides leadership and implements policy as approved by the Board, upholding and adhering to the IBLCE articles of incorporation, bylaws and policies.
- In conjunction with the Treasurer and senior staff, develops a fiscally sound, appropriate budget for presentation to the Board one month before the September meeting.
- Administers the organisational financial resources according to the approved budget.
- Schedules professional services for financial audits and periodic investment reviews.
- Ensures legal compliance with federal, state, and local requirements, including tax forms, filings, business licenses, and corporate annual reports.
- Monitors cash flow and investment account reports.
- Monitors and reviews income and expenditures and ensures budget integrity within policies and special projects already defined by the Board.
- Advises the finance committee and ensures they receive relevant documentation as defined by the Board.
- Provides oversight and builds strong working relationships with the IBLCE financial services consultants and agents.

- Produces regular financial reports for the Board, including a brief analysis of any variances or unexpected changes.
- Manages and periodically seeks review of cybersecurity and insurance portfolios to ensure appropriate risk management, property is safeguarded, and compliance with privacy regulations.

## Operational and Human Resources Management

- Hires, plans, organizes, and directs the operational programs and activities to accomplish objectives and to fulfill responsibilities.
- Leads, manages, empowers, and mentors the staff. Sets the staff culture and encourages and supports ongoing professional development.
- Oversees independent contractor agreements and appropriate related processes, including IBLCE Country Coordinators.
- Encourages team building by facilitating open communication and positive working relationships with staff.
- Oversees the staff organizational structure with sufficient human resources needed to carry out the operational plan and ensures salary expense alignment with the approved budget.
- Updates and maintains appropriate human resources policies, including compensation plans, consistent with nonprofit best practices.
- Ensures compliance with all federal and state employment laws and regulations.
- Interprets Board policy and decisions to staff.

## Community and Public Relations

- In conjunction with the Chair of the IBLCE Board, serves as an official spokesperson for the IBLCE and, when lactation practice professional expertise is required, consults with the Chair to determine the appropriate organizational representative.
- Oversees development of a marketing and communications strategy and plan to increase the visibility of IBLCE and Affiliates' programs, products, and services to stakeholders.
- Develops and maintains productive relationships with related professional organizations, aligned with the IBLCE Mission and Vision.
- Represents the IBLCE to professional associations, affiliate groups, and other stakeholders, relevant organizations, the media, and the public at large.
- Oversees communications with IBCLCs, candidates and lactation stakeholders via telephone, email, or writing and ensures accurate information and high-quality services.
- Writes articles as required, particularly for the Journal of Human Lactation.

## Legal Obligations

- Negotiates and administers the contracts within constraints set by the Board of Directors after consultation with legal counsel.
- Provides oversight and builds strong working relationships with external legal counsel.
- Keeps current on legal requirements, ensuring that risks and opportunities are identified and evaluated.
- Working with IBLCE & Affiliates leadership, reviews potential decisions in light of the WHO Code and IBLCE's and Affiliates' global scope.
- Together with volunteer leadership, oversees the peer driven and consensus provision of the IBLCE Procedures for Discipline and ensures confidentiality of materials and outcomes.

## Credentialing Programme Management; IBCLC® Examination; and NCCA Accreditation

- Oversees the examination and certification processes staff leads. Regularly reviews and ensures that all processes are performed in compliance with standards, policies, and written agreement terms, including contracted services.
- Maintains trademark renewals as required.
- Ensures the production and execution of a valid, defensible examination worldwide in multiple languages.
- Maintains the security of the exam and the confidentiality of related information.
- Assures professional and geographical representation on the IBCLC Commission and committees.
- Continues seeking ways to update and improve the IBCLC examination, its implementation, and its processes.
- Coordinates exam-related issues with the Exam Team and the Examination Development Committee.
- Works with the Appeals Committee to investigate and address any appeals.
- Manages and ensures the organisation's compliance with I.C.E.'s accrediting body standards.
- Serves as an organisational liaison with I.C.E.'s accrediting body; maintains standards compliance evidence, oversees the preparation and submission of annual reports and five-year renewal applications.

## Skills, Experience, and Qualifications

- Minimum 10 years of progressive career leadership and management experience in nonprofit organizations. CEO, Executive Director or senior-level experience is preferred.
- Bachelor's degree preferred.
- Global experience (lived or professional) and multicultural mindset and awareness are required
- Experience working with a nonprofit board of directors is required.

- Experience in leading and managing an accredited professional certification program, including a background with examination development and compliance is desired.
- A passion for supporting breastfeeding people.
- Certified Association Executive (CAE), Credentialing Specialist (ICE-CCP), or other relevant industry designation a plus.
- A legal mindset/experience would be helpful.
- Experience reporting directly to, and partnering with, a nonprofit board of directors and working with committee volunteers.
- Proven solid business and finance acumen with a track record of financial and budgeting responsibilities. Understands the business of certification.
- Commitment to high standards and innovation in credentialing practices and testing accessibility.
- Strong communication skills: presentation, verbal, and written.
- Highly effective listening skills and sound, thoughtful decision-making processes.
- Proven experience and skills with successful change management implementation.
- Experience leading and managing staff, encouraging team building in both virtual and hybrid environments, and with ongoing and regular communication, continuous professional development, and accountability for organizational and individual goals.
- High emotional intelligence (EI) and interpersonal, relationship-building skills, including diplomacy.
- Humility to learn what they don't know, and demonstrate the initiative to pursue appropriate professional development, including credentials, relevant to the CEO role and IBLCE work.

## Measures of Success

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the new CEO and the IBLCE Board, but at the end of the executive's first year, the Board would expect the following:

- Build relationships with the Board of Directors, staff, volunteers, and international partners and gain a full understanding of the workings of the organization.
- Working with the Board and staff, develop an approach to create a new strategic plan for IBLCE growth.
- Develop a plan to increase confidence in IBCLC certification including an outreach plan for renewing IBCLCs and increase recognition of lactation consultants as part of the healthcare team.
- Work with the team to create a business and marketing plan to promote the new Global Center.
- Explore the use of new technological innovations to improve all examinations, candidate experience and internal operational efficiencies.

## Digital Presence

Web: <https://iblce.org/>

Facebook: <https://www.facebook.com/people/International-Board-of-Lactation-Consultant-Examiners-IBLCE>

Instagram: <https://www.instagram.com/iblce>

LinkedIn: <https://www.linkedin.com/company/international-board-of-lactation-consultant-examiners-iblce/>

## Compensation and Location

Compensation for this role will reflect a range of factors, including relevant experience, demonstrated expertise, and other considerations. IBLCE's good faith starting salary estimate for this position is \$200,000 - \$240,000. Additionally, IBLCE also offers a comprehensive benefits package for their employees. The CEO will be based out of the Falls Church, VA office where the staff enjoy a hybrid schedule.

IBLCE is an equal opportunity employer.

# Vetted Solutions

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Vetted Solutions is an executive search firm focused on serving the Board, CEO and senior staff recruitment needs of purpose driven organizations.

For confidential consideration, please contact  
[IBLCECEOSearch@vettedsolutions.com](mailto:IBLCECEOSearch@vettedsolutions.com)  
or call +1 202 544 4749.

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