

NORTH CAROLINA NURSES ASSOCIATION
Director of Nursing Practice and Education
(full-time position)

The North Carolina Nurses Association (NCNA), the only professional membership association in the state that represents all Registered Nurses, is seeking a Registered Nurse with administrative skills and a strong desire to work on behalf of the NCNA membership to move nursing forward in North Carolina to serve the association as Director of Nursing Practice and Education.

This individual works collaboratively with the NCNA CEO, as a key member of the staff leadership team in an effort to implement the association's strategic goals and priorities specifically in the areas of nursing practice and education. Responsibilities include oversight of all nursing practice and education components of NCNA's work, as well as leadership and supervision of Registered Nurses and others on the staff team, as needed.

A primary function of this position is to maintain overall accountability for NCNA practice councils, Commission on Advanced Practice Registered Nurses, Standards and other member structural units. The position provides strong program management and advocacy for nursing through such activities such as:

- Collecting, analyzing and presenting information that will facilitate sound decision making and the achievement of organizational and committee/council goals.
- Guides and facilitates committee, council and other group conversations using proficiencies and best practices related to quality, communications, time management, scope, cost, risk management, and procedures.
- Keeping informed about literature, trends, issues and political factors related to the nursing practice education and the specialty interests of the assigned units.
- Developing and maintaining liaison relationships with appropriate nursing, health and consumer groups whose concerns relate to the goals of NCNA and the assigned units.
- Coordinating the integration of activities and programs of assigned units between and among other structural units and external organizations.
- Development and execution of the NCNA Leadership Academy, including curriculum development, Academy recruitment, evaluation, etc.
- Communicating the recommendations of the assigned units to the NCNA Board of Directors, CEO and other colleagues.
- Grantwriting, program implementation and program evaluation
- Committee administration and general association management responsibilities

The position is also responsible for developing continuing education curriculum, program planning and management of NCNA's CE Provider Unit:

- Serve as Administrator and Nurse Planner for NCNA's Continuing Education Provider Unit (CEPU).
- Coordinate the development, implementation, and evaluation of education activities with appropriate association groups
- Communicate with the CEO (and to the Board of Directors) the needs, accomplishments, evaluation outcomes of the CEPU.
- Integrate changes in CE processes as directed by the American Nurses Credentialing Center (ANCC).
- Coordinate the activities of the Provider Unit, including processes, evaluation, and reports.
- Provide feedback to ANCC regarding the CE guidelines and their implementation.
- Ensure that all CE provided meet ANCC/NCNA criteria
- Participate in continuing education to stay current on delivery methods, teaching strategies, and issues affecting activity development and evaluation.
- Active participation and leadership in the planning, implementation and evaluation of continuing nursing education activities offered through face-to-face opportunities, including but not limited to NCNA's Convention, Nurse Practitioner Spring Symposium, Psych Retreat, and regional and council educational activities.
- Active participation and leadership in planning, implementation and evaluation of continuing nursing activities offered through virtual and online opportunities such as webinars, self-study activities, etc.
- Responsibility for maintaining and renewing NCNAs provider unit accreditation with ANCC, including regular communication with ANCC.
- Also responsible for oversight of the CE Approver Unit

The full-time position is based out of the NCNA headquarters in Raleigh, NC. Occasional overnight travel is required. The NCNA staff team consists of 7 full-time and 2 part-time members. Because of the small size of the team, everyone is a contributor to team oriented projects and administrative functions. NCNA has experienced significant growth recently so the successful candidate will join a growing and enthusiastic team of staff and volunteers. Promotion of NCNA membership is a component of all NCNA responsibilities, as well as dedication to member service.

QUALIFICATIONS

Bachelor of Science in Nursing required and Masters degree in nursing preferred. Some previous association or non-profit work and grant writing experience a plus. Strong organizational skills and self-motivation, the proven ability to communicate effectively in a variety of forms, the ability to coordinate multiple complex projects simultaneously, and the ability to work effectively with small and large groups. Excellent computer skills required.

TO APPLY:

Send resume, cover letter explaining your interest and unique qualifications for this role and a writing sample to HR@ncnurses.org as soon as possible and no later than October 20.