

**NORTH CAROLINA NURSES ASSOCIATION**  
**Director of Nursing Education and Practice**  
**(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 leadership 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 Education and Practice.

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 education and practice. 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 overall leadership and accountability for NCNA's educational programs and pursuits, including developing continuing education curriculum, program planning and management of NCNA's CE Provider Unit:

- Serve as Accredited Provider Program Director 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).
- Oversee and/or 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 on-demand 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, including Accredited Approver Program Director and supervision of Approved Provider administrative staff, as well as the potential to take on daily operational requirements of the CE Approver Unit, as well.

The position is also responsible for overall accountability for NCNA practice councils, Commission on Advanced Practice Registered Nurses, Standards and other member structural units. The position provides strong program oversight, 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.
- Communicating the recommendations of the assigned units to the NCNA Board of Directors, CEO and other colleagues.
- Responsible for facilitating and overseeing the engagement of nursing practice consultants around short term needs requiring subject matter expertise.
- Program innovation, design, implementation and evaluation
- Committee administration and general association management responsibilities

The full-time position is based out of the NCNA headquarters in Raleigh, NC. Occasional overnight travel and work outside of the traditional business day is required. The NCNA staff team consists of 9 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. 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 Master's degree required (preferably in nursing)
- 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.

**Benefits:** NCNA offers a competitive benefits package that includes paid holidays, sick and vacation time; medical insurance, a generous 401(k) plan, and operating hours of 8:30 AM – 4:30 PM. NCNA welcomes applicants from historically underserved and marginalized communities and does not discriminate on the basis of race, color, sex, national origin, age, veteran status, disability, gender, religion, or sexual orientation.

**COVID Vaccination Requirement:** NCNA requires all current and new employees to be fully vaccinated against COVID-19. If hired to work at NCNA, you will be required to provide proof of vaccination or be willing to receive the vaccination.

**To Apply:** Send resume and cover letter explaining your interest and unique qualifications for this role to [HR@ncnurses.org](mailto:HR@ncnurses.org) as soon as possible.