



# NATIONAL NURSE PRACTITIONER RESIDENCY & FELLOWSHIP TRAINING CONSORTIUM

635 Main Street | Middletown, CT 06457 | (202) 780-9651 | info@nppostgradtraining.com

## JOB DESCRIPTION

|                       |  |                              |           |
|-----------------------|--|------------------------------|-----------|
| <b>Job Title:</b>     | Executive Director -National Nurse Practitioner Residency and Fellowship Training Consortium | <b>I C Level:</b>            | 3         |
| <b>Reports To:</b>    | Chairpers, Board of Directors  | <b>Job Family:</b>           |           |
| <b>Job Profile</b>    |  | <b>Exempt Or Non Exempt:</b> | Exempt    |
| <b>Date Prepared:</b> | March 18, 2019   | <b>Revised:</b>              | 3/18/2019 |

### JOB DESCRIPTION

#### JOB SUMMARY

The Executive Director is the key management leader of National Nurse Practitioner Residency and Fellowship Training Consortium (NNPRFTC or “the Consortium”). NNPRFTC is an independent 501(c)3, with a parent corporation, the Community Health Center, Inc. The Executive Director is responsible for developing the strategic plan in conjunction with the Board of Directors and overseeing the administrative, fiscal, technical and programs and services of the NNPRFTC while carrying out the strategic plan of the organization. As the Executive, key responsibilities include oversight of the development, implementation, and operation of the Accreditation Commission of the organization in accord with the rules governing that Commission, supporting the business growth and development of accreditation business for the NNPRFTC, and achieving /maintaining USDE recognition as an accreditation organization. The Executive Director works closely with the executive leadership of the parent corporation and with the Executives of its other subsidiaries.

In addition, the Executive Director plays a key role in developing and supporting the consultation and membership arms of the Consortium, seeking and securing philanthropic and grant support to advance the mission and purpose of the organization, and carrying out public advocacy and education efforts to advance knowledge and support in the area of postgraduate training for nurse practitioners and any other healthcare professionals that the NNPRFTC may in time choose to accredit.

#### ROLES AND RESPONSIBILITIES

- Ensure that the Accreditation Commission of NNPRFTC has the resources and support to carry out its responsibilities in accord with the Commission’s rules and guidelines.
- Develop and expand the consultative arm of the NNPRFTC in support of programs and organizations



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- Serve as the Consortium's primary spokesperson to the organization's constituents, the media, and general public.
- Establish and maintain relationships with various relevant organizations and entities throughout the country.
- Staff the Board and key committees (accreditation, membership, executive, finance)
- Plan and execute an annual conference
- Develop and oversee marketing campaign for the accreditation program
- Identify, submit proposals, and secure grant funding and philanthropic support
- Other duties as assigned by the Board.

## Board and Governance Support

- The ED works closely with the Board of Directors and its Officers to ensure that the mission, purpose, and policies of the organization are carried out and that the Corporation is in full compliance with all requirements for governance as set forth in the Corporate By-Laws.
- The ED is responsible for effectively working with the Board's Standing Committee chairs, participating in regularly convened meetings and providing timely, accurate, and sufficient information to ensure that informed decisions are made and their objectives can be carried out.

## Financial Performance and Viability

- In cooperation with the Board, the ED works to develop new and renewing business sufficient to ensure the financial health of the organization including: new business development from accreditation fees, membership fees, consulting, conferences and meetings, and other opportunities as may be appropriate and consistent with the mission of the organization.
- In collaboration with the Chair of the Finance Committee, Submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization.

## Organization Mission and Strategy

- The Executive Director works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, advocacy, and outreach including but not limited to:
  - Assuring that the accreditation program achieves and maintains recognition for meaningful and peer-reviewed accreditation standards, rigorous processes for accreditation review and action, and the overall efficacy of the programmatic accreditation of postgraduate training programs.
  - Building membership operations into a well-developed resource for networking and professional development.
  - Continuing to develop the consulting arm into a comprehensive consulting service that provides customized and ready-made services, based on pragmatic considerations and best practices, for every aspect of program design, development and delivery and preparation for accreditation.
  - Ensuring periodic strategic planning and updates to the plan so that the Consortium can fulfill its mission into the future.
  - Advancing the movement of postgraduate training for NPs and other health professionals.
  - Establishing strong professional, collegial relationships with other organizations that are consistent with its mission, values, and vision.



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## Organization Operations

- The Executive Director oversees and implements appropriate resources to ensure that the operations of the Consortium are carried out with efficiency, quality, and integrity.
- Responsible for effective administration of the operation.
- Responsible for hiring and retention of competent and qualified staff and consultants.
- Responsible for signing and executing notes and agreements consistent with the approved policies of the Board of Directors.

## QUALIFICATIONS

- Master's Degree Required, Doctoral Degree Preferred in business, health, or related field.
- Five or more years of progressive management and leadership experience, preferably in a related area (accreditation, health professions leadership, business startup).
- Ability to manage a diverse set of responsibilities at a highly independent level with support from the parent organization, including financial, programmatic, and administrative.
- Knowledge of fundraising strategies including philanthropic and federal proposal development and donor solicitation.
- Marketing and branding experience and skill set as needed to maintain public visibility and access to the work of the Consortium.

## COMMUNICATION SKILLS

- Develops and executes a strategic plan for communications, including website development and presence, updated communications through blogs, podcasts, webinars or other means as deemed appropriate, and updated materials related to programs and services.
- Excellent oral, written, and social media communication skills, and experience in high-impact communications with individuals and groups in private and public forums

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Combination of sustained periods of sitting at keyboard, walking and stair climbing
- Minimal lifting and carrying activities

## CONFIDENTIALITY

Develops and maintains systems to protect the confidentiality of related business information and information submitted by individuals and organizations as appropriate in accord with Business Associate Agreements and accreditation requirements.