Position: Forensic Nursing Director

Department: Grants

Reports to: CEO

Supervises: Supervises all OVC grant-funded staff, which is subject to change. Currently the OVC grant team includes seven staff: three Forensic Nurse Specialists, three Project Managers and one Assistant.

Classification: Full-time, Exempt

Compensation: The annual salary for this role is $127,000 and includes a strong benefits package (health, dental, vision, retirement match, internet reimbursement, professional development budget, flexible working schedule and generous time off). IAFN is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, IAFN as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate.

Location: Remote (must be located within the in United States)

Ideal start date: November 1, 2023; however, this is negotiable

Deadline to Apply and Application Instructions

All applications are due by Monday, September 4, no later than 8 a.m. Eastern. Applicants who submit after the deadline will not be considered. Candidates interested in this position are required to submit a resume, cover letter and writing sample, which will be captured through the submission of this questionnaire form. The cover letter should be no more than 300 words and should address the following prompts: 1) Please briefly describe what forensic nursing is and what it means to you; and 2) Please describe what you see as one important emerging issue within the field of forensic nursing that IAFN should address through its work. Please submit one brief professional writing sample (for example, a redacted grant application, a redacted legal report, published works, etc.). In addition, candidates must complete a questionnaire. Please review the questionnaire in advance of the submission deadline to ensure that you are prepared to respond to all of the prompts. Due to the high volume of applicants, candidates will be contacted only if they are selected to advance in the hiring process. If you have any questions about the application process, please contact HR@forensicnurses.org.
Position Overview

The Forensic Nursing Director (FND) is responsible for overseeing a portfolio of four grants focused on providing training and technical assistance (TTA) for sexual assault medical forensic exams and funded by the United States Department of Justice Office for Victims of Crime. The FND applies subject matter expertise in forensic nursing to inform and guide the work of their team and serves as a member of IAFN’s leadership team. To inform our approach to TTA and furtherance of our vision, the FND maintains current knowledge of innovations, evolving issue areas and the future of the field of forensic nursing. The FND is responsible for overseeing all day-to-day aspects of the implementation of strategic departmental goals, activities and required reporting. The FND identifies the need for new programs and services with consideration for the organization’s vision and the perspectives of key stakeholders. This position leads the development of their departmental budget, oversees their departmental budget and ensures departmental compliance with financial and grant policies, procedures and guidelines. As a supervisor, the FND fosters a sense of belonging and supports professional development needs of all departmental staff. In addition, the FND facilitates knowledge sharing, applies their firsthand experience and draws on the broader context of the forensic nursing field to both mentor their team and to expand the depth and nuance of the TTA provided to our partners.

The ideal candidate is a seasoned forensic nurse who has experience writing and managing federal grants. This position requires someone who can hold the larger vision and also dig into the details, when needed. We are looking for someone who can manage all aspects of this complex grant portfolio without getting tunnel vision in one area. The FND should be an agile leader who quickly grasps the subtleties of complex issues and develops insightful, pragmatic, equitable, and sustainable solutions. One element of this is the ability to understand and respond to the priorities of our TTA sites and donors and to connect the dots between the two. We seek a leader who has sound intuition coupled with keen attention to detail, which can be leveraged to identify, extract and share critical information with IAFN staff, donors and stakeholders. This role demands the ability to make tough calls without sacrificing input or relationships. The ideal candidate enjoys mentoring others and approaches leadership with a coaching mentality. They seek and provide feedback in a manner that promotes accountability and transparency. We value candidates who can exercise authority without asserting dominance and who approach leadership with a mindset of “power with” rather than “power over.”

About IAFN

The International Association of Forensic Nurses is a professional organization of more than 6,000 nurses from 25 countries who provide specialized healthcare for patients impacted by violence and trauma. The Association establishes the standards of practice for forensic nursing; defines and advances the global research agenda to enhance forensic nursing’s evidence-based response; develops, promotes, and disseminates information about forensic nursing science; and serves as a global network for forensic nurses to exchange ideas, serve as mentors, and enhance their practice. Additionally, the Association offers board certification for sexual assault nurse examiners who care for Adult/Adolescent (SANE-A®) and Pediatric/Adolescent (SANE-P®) patients. For more information, visit www.forensicnurses.org

IAFN believes in paying its employees a wage that is competitive and equitable. We recognize that our reputation and brand as a global leader in forensic nursing is a direct result of our
incredibly talented staff. As such, we seek to demonstrate how much we value our team through a compensation model that recognizes the level of responsibility, effort and expertise that each role demands. While IAFN recognizes the value of education and certifications and requires specific licensure and credentials for certain roles, we also highly value the unique expertise developed through lived and professional experience outside of formal educational settings. We seek to build a team that reflects the same diverse makeup of our membership and the patient populations who our members serve. We also acknowledge the long-term and ongoing impacts of the systemic, institutional oppression of women, people living with disabilities and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other historically marginalized communities. Therefore, wherever possible, IAFN does not require specific education or other similar credentials to be considered for a position. IAFN does not accept higher education, which has barriers to access for many communities, in lieu of relevant experience. Rather, IAFN prioritizes skills and experience and to avoid replicating systems that reinforce inequities. Further, we are committed to supporting our employees' professional growth through mentorship and professional development opportunities. IAFN aims to provide clear pathways for advancement through transparent communication about the responsibilities and expectations associated with each employment grade, including the required competencies and professional experience to advance to that role.

IAFN fosters a culture inspired by the results-only work environment model, or ROWE. ROWE is a work culture that prioritizes outcomes over time spent on tasks. At IAFN, employees are generally given the freedom to work with a high level of flexibility in terms of schedule and location, as long as they fulfill their job responsibilities and meet their goals and objectives.

Primary Responsibilities

**Strategic Planning and Leadership (10%)**
- Collaborate with members of the leadership team to inform, implement and evaluate IAFN’s strategic plan
- Identify, recommend and support the pursuit of innovative programming on an ongoing basis
- Proactively assist with identifying new sources of revenue and pursuing additional funding
- Serve as a leader in sharing educational opportunities, latest practices and research, and law and policy information that impacts clinical practice
- Work collaboratively across departments and department leads to harmonize IAFN’s programmatic offerings
- Further organizational goals by fostering and maintaining strategic relationships with external partners

**Staff Supervision and Coaching (20%)**
- Supervise all OVC grant staff, including onboarding, provision of individual support and facilitation of cross-team coordination
- Contribute to a sense of belonging by assessing and establishing shared group/team norms
- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff within the department
- Engage in ongoing coaching and mentorship with departmental staff to support their professional development
Foster a pipeline for the identification and growth of emerging talent up to and including leadership positions

Grant Implementation and Oversight (60%)

- Serve as the primary point of contact for IAFN’s OVC Grants Officer on all OVC grants
- Foster and maintain collaborative relationships with grant partners
- Ensure that all grant deliverables are completed on time with a keen eye to quality assurance
- Engage in required monitoring and evaluation for grant deliverables, including the development of evaluation plans and tools
- Ensure that IAFN complies with all special conditions listed in Grant Award documents
- Monitor grant budgets to ensure compliance with federal guidelines, monitor the burn rate and recommend any necessary budget modifications
- Complete the DOJ Financial Managements Grants Training within 6 months of hire and/or as required
- Review, edit and finalize for submission all assigned semi-annual progress reports required under grants
- Develop and submit all grant adjustment modifications
- Develop and review policies and TTA materials on forensic nursing guidelines and best practices
- Provide tailored TTA to grant partners, members and all other requestors on topics related to forensic nursing and the healthcare response to violence
- Coordinate with the appropriate staff in updating of all technical assistance related websites
- Promote TTA content and materials published through the grants in appropriate forums

Other Duties (10%)

- Attend necessary trainings, as required
- Serve on internal and/or external committees, advisory groups, roundtables, task forces, etc. to represent IAFN, as needed
- Other duties as assigned

Please Note: The above job description contains the primary responsibilities and duties of this position. However, in an ever-evolving organization such as IAFN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and travel that are reasonably allocated to them, but which are not part of their regular job description.

Required Travel

Regular travel is required to support project deliverables and organizational needs, including required travel to IAFN’s annual conference and annual staff retreat. This position requires 10% travel on average.

Required Experience and Core Competencies

- Minimum of 10 years of clinical forensic nursing experience required, at least three of which are clinical program management experience
- Active, unencumbered nursing license required
• SANE-A and SANE-P Certification required
• Manager-level experience (clinical or non-clinical) of at least five years preferred
• Experience with writing, implementing, overseeing compliance for and reporting on federal grants is strongly preferred
• Experience developing and providing training and technical assistance strongly preferred
• Must have strong project management skills, including experience managing complex, multifaceted projects resulting in measurable successes and program growth
• Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs; has a track record of taking concepts from idea to implementation
• Highly organized with the ability to respond to shifting priorities under deadlines; holds a high bar, even when things are hectic
• Proficient in using technology as a management reporting tool

Some candidates may see a long list of job requirements and feel discouraged because they don’t match every single bullet point – we suggest, please apply anyway. We don’t believe in a “perfect” candidate, so if you believe this is a role that you’ll be excited to work in every day and you are passionate about providing exceptional support to other forensic nurses, please apply.

We strongly encourage survivors of violence, women, people living with a disability and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other underrepresented and/or institutionally oppressed communities to apply.

IAFN is an equal opportunity employer. IAFN prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information.