



Position: Director, Certification

Department: Certification

Reports to: CEO

Supervises: Certification Coordinator

Classification: Part-time (20 hours/week), non-exempt, with the potential to becoming a full-time

Compensation: The hourly rate for this position \$61.06/hour. 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 with the in United States)

Ideal start date: March 18, 2024; however, this is negotiable

Deadline to Apply and Application Instructions

All applications are due by Monday, February 19, 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 and cover letter, which will be captured through the submission of [this online form](#). The cover letter should be no more than 300 words and should provide an overview of your experience overseeing certification programs and/or certification accreditation. 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. If you have any questions about the application process, please contact HR@forensicnurses.org.

Position Overview

The Director of Certification (DC) is responsible for developing, planning and implementing programs related to IAFN's certification and credentialing, including engaging in ongoing evaluation of IAFN's certification and certification renewal programs. The DC enforces policies and ensures compliance relevant to certification, promoting adoption of best practices for certification standards. The DC works closely with the Association's Commission for Forensic Nursing Certification (CFNC), serving as a non-voting, ex-officio member, and the Association's third party testing agency. The DC is responsible for developing IAFN's certification program

strategy, including growing the number of certificants, maintaining high renewal rates and pursuing the development of new certifications. The position is responsible for overall compliance with accreditation standards and best practices in certification and credentialing. The DC is also responsible for overseeing all day-to-day aspects of the implementation of strategic departmental goals, activities and required reporting. The DC identifies the need for new strategies and innovative approaches with consideration for the larger 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 policies, procedures and guidelines. As a supervisor, the DC fosters a sense of belonging and supports the professional development needs of all departmental staff.

The ideal candidate is a seasoned certification professional with experience managing the development of new certifications. This position requires someone who can hold the larger vision and also dig into the details, when needed. We are looking for someone who is well-versed in board governance to lead engagement with the CFNC. The DC should be an agile leader who quickly grasps the subtleties of complex issues and develops insightful, pragmatic, equitable, and sustainable solutions. The ideal candidate enjoys mentoring others and approaches leadership with a coaching mentality. 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.

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 strategies on an ongoing basis in support of IAFN's strategic goals
- Proactively assist with identifying new sources of revenue
- Serve as a leader in sharing best practices related to certification and accreditation across the organization and in promoting the intersections with certification across IAFN, where appropriate
- Work collaboratively across departments and with department leads
- Educate staff and other constituents on relevant credentialing rules, regulations, policies and procedures
- Further organizational goals by fostering and maintaining strategic relationships with external partners
- Lead the development of departmental budget, oversee departmental budget and ensure departmental compliance with financial policies, procedures and guidelines
- Manage vendors and vendor relationships related to certification and accreditation

Staff Supervision and Coaching (15%)

- Supervise department 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

CFNC Oversight (25%)

- Serve as a non-voting, *ex-officio* member of the Association's independent certification body, the Commission on Forensic Nursing Certification (CFNC) and its committees
- Support and advise the CFNC on policy decisions, and orientation and training of commission leadership
- Implement all policies and Association strategic plans related to certification and directives of the CFNC
- Assist with CFNC governance, including documentation and retention of agendas, meeting minutes and other required documentation

Certification (40%)

- Design and implement IAFN's strategy for maintaining current certification programs as well as pursuing new certifications

- Oversee all aspects of IAFN's Certification Programs, including policy development, certification processes, renewal processes, certificant communications and vendor coordination
- Provide compliance oversight, including monitoring and ensuring adherence with certification program accreditation standards
- Coordinate with the testing company on all test administration matters and on projects including job analysis studies, test development and administration activities
- Oversee and implement Certification application processes, including but not limited to sending reminders, processing applications, tracking applications, conducting audits, processing appeals and working with the testing company
- Oversee and implement Certification renewal processes, including but not limited to sending reminders, processing applications, tracking applications, conducting audit, processing appeals and working with volunteer subcommittees
- Oversee communications with candidates, examinees and certificants
- Provides analyses of candidate survey information, exam pass rates and testing trends
- Liaise with other vendors/partners, including the American Nurses Credentialing Center (ANCC), in relation to the CFNC, existing Association certifications and the Advanced Practice Forensic Nurse Credential through Portfolio
- Conduct outreach to examinees who do not achieve a passing score on the certification examination
- Manage work with legal counsel on issues related to certification or credentialing matters
- Provide reports for leadership, Board of Directors and others as requested and authorized
- Review and maintain accurate records for all certification and credentialing appeals
- Supervise the collection, accuracy, security, maintenance and analysis of data

Other Duties (10%)

- Attend necessary trainings, as required
- Work collaboratively with other IAFN staff, as necessary
- Meet regularly (or as requested) with supervisors and seek approvals, when necessary
- 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

This position requires minimal travel to support project deliverables and organizational needs, including required travel to IAFN's annual conference and annual staff retreat. This position requires 5-10% travel on average, depending on a number of variables. Additional travel may be required during job analyses and/or item-writing workshops.

Required Experience and Core Competencies

- Masters of Science in Nursing or Nurse Education

- A minimum of five years of experience in managing certification programs, either at a stand-alone certification board or in the certification department of a member association
- Manager-level experience of at least five years preferred
- Knowledge of adult learning styles
- Demonstrated success developing and evaluating certification programs and selecting and successfully operationalizing innovative strategies; 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
- Experience developing and implementing program evaluation systems
- Must have strong project management skills, including experience managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience with membership organizations, trade associations, non-profits and/or government agency experience strongly desired

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 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.