The American Academy of Nurse Practitioners Certification Board (AANPCB) is seeking an experienced professional to become its new Director of Certification. This position will develop operating guidelines, policies, and procedures to support AANPCB and its mission under the direction of the Chief Executive Officer. Within that framework, the DOC plans, organizes, coordinates, and oversees the certification staff, programs, and activities at the Certification Board office located in Austin, TX. This position is open for hire effective January 2021.

DUTIES

- Direct staff in the activities that support the certification and recertification programs.
- Oversee services provided by the contracted professional testing service and vendors.
- Oversee the professional review of applications to determine certification eligibility.
- Coordinate marketing and development of publications related to AANPCB activities.
- Maintain effective internal and external public relations and serve as a spokesperson.
- Participate in the development and submission of the annual budget.
- Provide guidance and leadership in the formulation and implementation of AANPCB operating policies and procedures.
- Ensure compliance with company policies in conducting business operations.
- Adopt, implement, and monitor business processes designed to ensure the legal integrity of the organization and certification programs.
- Assist with the planning and coordination of certification program and Board of Commissioner meetings.

SKILLS AND QUALIFICATIONS

- Certified Nurse Practitioner required.
- 8-10 years of professional NP experience.
- Knowledge of NP certification issues.
- Able to analyze and explain complex state statutory and regulatory issues.
- Strong organizational skills with attention to detail.
- Demonstrated ability to initiate, plan and coordinate multi-phase, deadline-oriented projects.
- Persuasive, with excellent verbal, written, and interpersonal communication skills.
- Ability to inspire, motivate, and involve staff.
- High energy level and dedication.
- Professional demeanor and desire to help others.
- Proficient in the use of a variety of software, current Microsoft Office products, on-line database systems, computer networks, and network security measures.
- Ability and willingness to attend/travel to meetings or on company business as needed up to 25%.

REQUIRED EDUCATION AND EXPERIENCE

- Doctorate in nursing degree, or advanced degree in a relevant field such as education, business, or non-profit management.
- 5+ years of experience in advanced nursing education.
PREFERRED EDUCATION AND EXPERIENCE

• Active or recent practice as a nurse practitioner.
• Experience working with non-profit organization, membership organization, nursing association, state board of nursing, or educational program.
• Experience working in contract administration or legal environment.
• Direct supervision of staff, general business / office management.
• Experience with Human Resource Management.

EEO STATEMENT
AANPCB is an equal opportunity employer that is committed to diversity and inclusion in the workplace and prohibits discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, promotion, termination, leave of absence, compensation, benefits, and training. AANPCB makes hiring decisions based solely on qualifications, merit, and business needs.

TO APPLY
• Send a cover letter and your resume to Careers@aanpcert.org

About the American Academy of Nurse Practitioners Certification Board
AANPCB is an independent, non-profit certifying body whose purpose is to provide a valid and reliable program for the evaluation of individuals wishing to enter, continue, and/or advance in the NP profession through the certification process.

The mission of AANPCB is to provide excellence in testing and certification for nurse practitioners.

Visit our website for more information about AANPCB www.aanpcert.org.