

# National Osteoporosis Foundation

## Position Availability

### DIRECTOR, SCIENCE AND EDUCATION

**JOB TITLE:** Director, Science and Education

**LOCATION:** Virginia

**REPORTS TO:** Executive Director/CEO

**FLSA STATUS:** Exempt, F/T

**DEPARTMENT:** Education

**DATE:** November 2016

#### JOB SUMMARY

The Director of Science and Education provides the strategic leadership for the educational and research missions of the organization and has broad responsibility and oversight for associated programs, materials and services. The Director of Science and Education monitors the external environment and works with NOF staff, Board of Trustees, leaders and outside experts to ensure the organization appropriately addresses the educational needs of health professional and consumer stakeholders. This position has profit and loss responsibility for educational and medical communication materials, activities and professional meetings, including the annual Interdisciplinary Symposium on Osteoporosis. This position reports to the Executive Director and CEO.

#### ESSENTIAL FUNCTIONS

The Director of Science and Education works with key internal and external Committees, Boards, Councils and other stakeholders and is responsible for the following broad areas of responsibility:

1. Developing and implementing a strategic plan for health care professional, patient and public education and medical communications on osteoporosis prevention, diagnosis and treatment.
2. Providing leadership for the overall professional education program of NOF, including maintaining ongoing understanding of continuing medical education theories, methodologies and technologies, as well as core competencies to ensure incorporation into relevant educational programs and strategic planning efforts.
3. Supporting timely development of high-quality, fair balance, scientifically accurate medical/scientific content for education and medical communication materials and activities.
4. Maintaining the accreditation status of NOF for continuing medical education (Accreditation Council for Continuing Medical Education [ACCME] and American Nurses Credentialing Center [ANCC]) and other accrediting bodies.
5. Consulting with appropriate NOF committees, councils and advisors on specific education- and research-related issues, projects or programs in order to ensure that the information, programs and services provided to the public are medically and scientifically accurate and appropriate.
6. Providing staff support to the Education Committee and its subcommittees, Publications Committee and its subcommittees, Research Committee and its subcommittees, and external advisory councils of NOF.
7. Serving as the main organizational contact with the NOF Clinical Director, who is NOF's chief spokesperson to the media and the public, and presents at scientific conferences and workshops on behalf of NOF.
8. In collaboration with the Finance Department, establishing an annual Education Department budget and monitoring revenue and expenses on an ongoing basis.

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9. Collaborating with the Development Department to create education and research projects appropriate for corporate or other donor funding and support. Assisting with applications for funding support, developing project budgets, maintaining records, tracking deliverables through the production and fulfillment phase for various NOF education projects, and writing reports.
10. Evaluating the feasibility and appropriateness of new products and services that have the potential to improve the organization's ability to educate healthcare professionals, patients and the public at large, and making recommendations as indicated.
11. Assisting with cross-departmental activities that impact the educational and research missions of NOF, as part of a project team.
12. Representing NOF on osteoporosis-related issues to outside scientific, membership and public health organizations and agencies.

### **EDUCATION AND EXPERIENCE**

1. Master's degree in gerontology, nursing, public health, healthcare administration, health education, pharmacy or related field required.
2. Minimum ten years related experience in a health/science education or healthcare management role including profit and loss responsibility.
3. Experience developing, implementing and evaluating health-related education and outreach programs for public and professional audiences.
4. Experience working with governmental agencies, national organizations, and coalitions to develop and implement national education and outreach programs.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises at least one staff person.

### **JOB QUALIFICATIONS**

1. Excellent oral and written communication skills.
2. Ability to think strategically, critically analyze and synthesize data and scientific information
3. Ability to coordinate and facilitate the work of committees, councils, vendors, and other groups
4. Ability to work independently in a fast-paced environment on multiple projects
5. Ability to plan and execute complex educational initiatives, including developing work plans, promotion plans, schedules, budgets, and contracts.
6. Strong working knowledge of the requirements and regulations of the Accreditation Council for Continuing Medical Education related to the planning and conducting of continuing medical education program.
7. Proficient in the use of computers and software for word processing, database management, spreadsheet, presentation graphics, and desktop publishing programs.
8. Cooperative, supportive and "can-do" attitude is crucial in this team-oriented environment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing work. The work requires the ability to travel domestically and occasionally internationally. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, paper, small parcels, etc.

### **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None

Salary and job title are commensurate with experience.

Submit applications to [Employment@nof.org](mailto:Employment@nof.org). Applications must include a cover letter and a résumé or CV. Deadline is January 13, 2017.