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***NCDA Director of Credentialing***

Part-time contracted position reporting to the NCDA Executive Director; may be located remotely.

Contract starting January 7 – September 30, 2019; continuation may be negotiated based on NCDA funding in FY 19-20.

Estimated work schedule at an average of 10-15 hours per week plus travel to three face-to-face meetings required. All travel costs are supported by NCDA; monthly compensation of $2,750 paid through NCDA management contractor (Creative Management Alliance, Inc.).

**Skills Required:**

* Knowledge and familiarity of [NCDA’s Credentialing Program](https://ncda.org/aws/NCDA/pt/sp/credentialing)
* Knowledge and understanding of NCDA’s governance structure
* Experience in leading a volunteer Commission; ability to negotiate and delegate tasks to commissioners and other staff to achieve annual goals
* Detailed administrative skills, project management experience
* Experience in managing databases
* Excellent communication and presentation skills; ability to present at NCDA events
* Knowledge of budget development and monitoring
* Ability to work remotely and interact with NCDA HQs staff to achieve results
* Understanding of marketing strategies; assist with oversight of contracted NCDA Marketing Consultant

**Responsibilities:**

*Commission Responsibilities:*

Direct the work of the NCDA Credentialing Commission including setting agendas and priorities with the Commission and the NCDA Executive Board, scheduling Commission Meetings, coordinating reporting, overseeing commission work/responsibilities, guiding reviewers’ orientation and accountability, attending and planning face-to-face meetings in collaboration with the NCDA Headquarters Staff.

Manage the work of 6 industry credentials; suggest alternative paths to credentialing; address needs internationally and domestically.

Work as liaison to the NCDA Training and Education Council (TEC) and its Director (Powell) from the HQs Team. Update TEC on work of the Commission, establish quality guidelines with the TEC for training program competencies, etc.

Establish an annual plan of work for the Credentialing Commission in collaboration with the NCDA Board and Commissioners.

*Marketing Responsibilities:*

Assist in the selection and work of a marketing contractor, in collaboration with the Executive Director to ensure Commission goals are met. Establish a viable marketing plan to ensure budgeted projections are met. Focus on the CCSP and CCC for the next year.

Become NCDA’s expert in all things credentialing. Present at all NCDA conferences and events, record webinars discussing credentialing, and take member questions to ensure consistent information. Market credentials to employers, those in higher education career centers, sister organizations, etc. with assistance of the marketing contractor.

*Administrative Responsibilities:*

Manage the work through Fluid Review, guiding the HQs based administrative support staffer on the credentialing database system, suggest improvements and (if needed) research and recommend alternate technology. Report monthly on #s of credential applicants, # of completers, # of those that fail, and other data requested by the Board. Assist with ongoing management of the maintenance renewal system with HQs support.

Oversee and manage the website postings, with assistance from the NCDA Web Editor, to keep the Credentialing information updated and relevant. Produce marketing messages for release through NCDA internal member communications monthly.

Oversee and manage the process for approving outside continuing education providers. This includes setting policy and protocols, the application and selection process, invoicing and managing with HQs support, communicating with providers, marketing this opportunity to the membership and beyond. (Specific work responsibilities will be negotiated as this program has yet to begin)

Develop and monitor the annual budget, with the assistance of the Executive Director and Treasurer, for each fiscal year based on annual trends and potential future markets.

Applications for this position are open today, and will run until the position is filled. Interested parties should send a letter of interest and resume to Deneen Pennington at [dpennington@ncda.org](mailto:dpennington@ncda.org). Information should include evidence of skills listed above. Questions may also be directed to this e-mail address.