

Director of Education

The National Sleep Foundation (NSF) seeks a highly motivated, well-organized professional for the position of Director of Education. The Director of Education is responsible for developing and directing the organization's sleep health education agenda, related education activities, and continuing medical education (CME) activities. He/she reports to the Vice President of Programs and works with a tight-knit group of staff and assigned independent consultants.

Ideal candidates will be able to develop a vision and direction for the future of NSF's sleep health education programming and ideas / strategy for new activities including CME and non-CME education. The following qualities are preferred: experience with CME/ACCME policies and processes, original thinker, confident speaker, welcomes new responsibilities, comfortable handling multiple projects and priorities in a fast-paced environment, and able to provide leadership, direction, and creative ideas for existing and new education initiatives. This position has significant opportunity for growth and responsibility.

Responsibilities:

- Provide staffing for the Education Committee, CME Task Force and Activity Program Committees.
- Develop a vision and direction for sleep health education agenda, including professional education, CME, and public education.
- Manage and document CME accreditation processes and CME activities, including live activities, web-based, and accreditation offered to other providers.
- Direct all aspects of existing / established educational programs, including timelines, logistics, content, speaker management, and CME (if applicable).
- Identify and propose new areas of opportunities for NSF to disseminate sleep health education including forming relationships and partnerships with other organizations.
- Manage relationship with the Education Fellow and direct the workload (i.e., conducting research for gap analysis, needs assessments, conducting research surveys/panels, evaluation and analysis of program success); collaborate on development and direction of content for each education course.
- Ensure all courses for CME credit are compliant with ACCME policies, including consistency with the NSF CME mission and organizational goals.
- Recruit, train and supervise external resources, including business partners, vendors, consultants, volunteers, interns; identify and secure needed resources.
- Coordinate with the Development Department to secure grant funding for programs.
- Manage and track project budgets and ensure budget compliance.
- Other tasks as required.

Desired skills and experience:

- Bachelor's degree, preferably in education, science or other related field
- Minimum of 3-5 years of experience with education programs in a health / nonprofit field
- Knowledge of ACCME guidelines and work with CME programs preferred
- Knowledge of CME grant systems for funding support preferred
- Superb written and oral presentation, communication and analytic skills
- Creative, strategic thinker with the ability to direct and shape the future of NSF's education programs
- Strong project management skills
- Detail-oriented and highly organized; meticulous in following directions
- Ability to work independently with minimal supervision, under pressure, handle multiple tasks, meet tight deadlines, and operate in a fast-paced environment
- Microsoft Office proficiency (Word, Excel, PowerPoint, Outlook)

To apply, email your 1) resume, 2) cover letter, and 3) current and desired salary with subject line "Education Director" to hr@sleepfoundation.org. Applications missing any of these 3 requirements will not be considered.

Organization Overview

The National Sleep Foundation (NSF) is dedicated to improving health and well-being through sleep education and advocacy. Founded in 1990, the NSF is committed to advancing excellence in sleep health theory, research and practice. Sleepfoundation.org Sleep.org SleepHealthJournal.org

Located in Arlington, VA with convenient metro access (Ballston station), NSF offers excellent benefits, including health, dental, vision, disability and life insurance; paid vacation and sick days; retirement plan; flexible spending plan; metro pre-tax deduction program; and free fitness center in the office building.