Program Nurse Manager

Sigma Theta Tau International Honor Society of Nursing (Sigma) is a nonprofit organization whose mission is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Our more than 135,000 active nurse members across the globe are recognized leaders and scholars who demonstrate global nursing excellence.

Sigma currently has an opening for a Program Nurse Manager onsite at our Indianapolis, IN headquarters. This position is responsible for coordinating multiple program projects within the Scholarship Resources department.

Our benefit options include health, dental, vision, life, short and long-term disability coverage, a retirement plan, free parking, paid holidays, and a generous amount of paid time off beginning in the first year of employment.

**Job Summary:** The Program Nurse Manager manages and coordinates multiple program projects within Scholarship Resources. Plans, supervises, and organizes projects and activities to ensure that goals align with the Sigma’s mission, vision, and strategic plans.

**Principal Responsibilities:**

- Organize programs and activities in accordance with the mission and goals of the organization
- Perform the duties as a Nurse Planner in Sigma’s Provider Unit and be responsible for planning, implementing and evaluating continuing educational activities to award ANCC contact hours per ANCC criteria as a Registered Nurse with a baccalaureate degree or higher in nursing
- Function as nursing Subject Matter Expert (SME) to:
  - create content and provide core knowledge to develop and meet program learning outcomes
  - align learning objectives to AACN Essentials, QSEN Competencies, NCLEX Categories, or others when appropriate
- Collaborate with and acquire subject matter expertise on product, program, and educational activity development
- In conjunction with Directors and Managers, develop new programs to support the strategic direction of the organization
• Develop program assessment protocols and an evaluation method to assess program strengths and identify areas for improvement
• Strategize, implement, and maintain program initiatives that adhere to Sigma’s organizational objectives
• Oversee multiple project teams in several departments, ensuring program outcomes are reached
• Provide daily management through the life cycle of the program and or activity

Minimum Requirements:

• Graduate degree in nursing required; doctorate strongly preferred
• 5-7 years progressive experience in project management, operations, or leadership
• Experience in non-profit professional or service organization is required, and experience in the health care sector is preferred
• Demonstrated knowledge and expertise of quality improvement methodologies
• Leadership and supervisory experience
• Ability to build consensus and relationships among stakeholders
• Excellent communication skills