Strategic Projects 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 Strategic Projects Nurse Manager onsite at our Indianapolis, IN headquarters. This position is responsible for planning, implementation, and evaluation of strategic projects.

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 Strategic Projects Nurse Manager is responsible for the planning, implementation, and evaluation of strategic projects and activities that align with Sigma’s mission, vision, and strategic plans.

Principal Responsibilities:

- Perform the duties as a Nurse Planner in the Provider Unit and be responsible for planning, implementing, evaluating, and reporting on continuing educational activities to award ANCC contact hours per ANCC criteria.
- Act as a resource for Sigma staff and clients to provide occupational/professional knowledge and expertise.
- Organize and oversee projects and activities in accordance with organizational objectives.
- Maintain organizational standards of satisfaction, quality, and performance.
- Collaborate interdepartmentally and with key stakeholders to:
  - develop innovative strategic programming and partnerships that meet the organization’s mission
  - facilitate the definition of project scope, goals, and deliverables
  - plan and schedule project timelines
  - strategize, implement, and maintain program initiatives that adhere to Sigma’s organizational mission
  - track project deliverables using appropriate tools
  - ensure project outcomes are achieved
  - present reports defining project progress, problems and solutions
- Develop, monitor and manage budgets for designated cost centers and funding channels to maximize productivity and resource allocation.
• Provide direction and support to project team.

**Minimum Requirements:**

• Master’s Degree in nursing required; Doctoral Degree or Master’s in related Business or Communication field preferred
• 5-7 years progressive experience in management, operations, or leadership
• Experience in the health care sector is required; experience in project management, non-profit or volunteer organization highly desired; experience with international clients or partners preferred
• Demonstrated knowledge and expertise of quality improvement methodologies
• Ability to build consensus and relationships among stakeholders
• Excellent communication skills
• Experience with Excel and presentation platforms required