

Job Posting

Executive Director

The [Canadian Association of Schools of Nursing](#) (CASN) is searching for an inclusive and collaborative leader to be its next Executive Director. CASN is the national voice for nursing education, research, and scholarship and represents baccalaureate and graduate nursing programs in Canada. CASN is committed to combating [racism](#) in nursing education in Canada.

With headquarters situated on the traditional and unceded territory of the Algonquin people in Ottawa, Ontario, Canada, CASN has recently launched a [strategic plan](#) for 2023-2028 that identifies changes needed for quality nursing education in the future.

Reporting to the CASN Board of Directors, the Executive Director is responsible for advancing the [strategic priorities](#) adopted by the [Board of Directors](#), promoting high quality nursing education and scholarship in Canada, directing the management of the programs and operations of CASN, ensuring the sound financial management of the association, anticipating and responding to the needs of CASN's [member schools of nursing](#), demonstrating commitment to equity, diversity and inclusion, ensuring a respectful and inclusive working environment, and liaising with governments, and health and nursing organizations. A positive and productive relationship with the Board of Directors is integral to the work of the Executive Director.

The detailed job description is attached.

The ideal candidate will have the following qualifications and skills:

- PhD in nursing or a related field, and eligible to be licensed as a Registered Nurse or Nurse Practitioner in Canada.
- Ability to communicate effectively in Canada's two official languages.
- Significant experience as a nurse educator and researcher, and in curriculum development.
- Recent demonstrated administrative and leadership experience.
- Experience in the development and/or implementation of accreditation programs would be considered an asset.
- Demonstrated ability to network and collaborate with people at different levels and across different settings/organizations and communities.
- Demonstrated ability to understand financial management and ensure the financial stability of the organization.
- Demonstrated evidence of competency with respect to Indigenization, equity, diversity, inclusion, cultural safety and humility, anti-racist practices and accommodation.

The position is for a five-year contract, renewable once by mutual agreement, after which the candidate may re-apply for the position. The successful candidate must reside in or relocate to the Ottawa/Gatineau region. CASN supports a hybrid working environment. A contribution towards relocation expenses will be provided if necessary.

We offer a salary between \$150,000 and \$225,000, commensurate with experience and qualifications.

What we offer

- Generous leave entitlements, including December holiday closure.
- Benefits: dental, medical, vision care, paramedical, life insurance, and professional and confidential Employee Assistance Program services.
- Participation in a defined contribution pension plan.

Application information

We encourage all qualified applicants who are legally permitted to work in Canada to apply. CASN is committed to equity and diversity and welcomes applications from persons with diverse backgrounds, including persons of any gender identity, expression or orientation, Indigenous persons, visible minorities and differing abilities.

The start date for this position will be late summer or early fall 2024.

The application deadline is **Friday, May 31, 2024**, or until the position is filled.

We thank everyone who submits an application. We will only communicate with those who are selected to move forward with the application process. Applications will include a cover letter (maximum three pages), curriculum vitae and the names and contact information of three referees, and should be emailed to:

Alice Gaudine, President, CASN Board of Directors
HRRecruiting@casn.ca

Job Description

Job title

Executive Director

Date created/last updated

May 2023

Reports to

The CASN Board of Directors

Job overview

The Executive Director is responsible for advancing the strategic priorities adopted by the Board of Directors, promoting high quality nursing education and scholarship in Canada, directing the management of the programs and operations of CASN, ensuring the sound financial management of the association, anticipating and responding to the needs of CASN's member schools of nursing, and liaising with governments, and health and nursing organizations. A positive and productive relationship with the Board of Directors is integral to the work of the Executive Director.

Responsibilities and Duties

- Provides strategic planning support to the Board of Directors and advances the strategic priorities of the current strategic plan
- Advocates and amplifies the voice of nursing education in Canada through participation in relevant national and provincial/territorial initiatives, and by liaising with government officials and with health and nursing organizations
- Directs the management of the programs and operations of the association, including but not limited to: the accreditation programs, certification exams, the Canadian Nurse Educator Institute, the CASN Residency Program, the publication of CASN's peer review journal - QANE/AFI and education textbooks, and event planning and implementation
- Develops and implements initiatives to promote nursing scholarship
- Directs the search for national and international funding to promote high quality nursing education and the effective project management of successful proposals
- Directs the administrative support provided to Board committees and provides an effective orientation for new Board members
- Anticipates and is responsive to the needs of member schools
- Ensures sound financial management and effective risk management of the association
- Ensures the implementation of clear, transparent personnel policies that are aligned with provincial and federal requirements

- Provides strategic direction on issues related to equity, diversity, inclusion and accessibility (EDIAA) on behalf of CASN at a national level
- Provides strategic direction on issues related to Indigenization and decolonization on behalf of CASN at a national level
- Promotes an equitable and satisfying work environment for CASN staff.

Qualifications

- PhD prepared, registered nurse
- Experience as a nurse educator, curriculum development, and researcher
- Administrative and leadership experience
- Experience in the development and/or implementation of accreditation programs
- Ability to develop surveys, analyze survey results, conduct environmental scans, analyze evidence, and develop project proposals
- Ability to write reports and evidence-based recommendations
- Ability to develop and analyze policies
- Ability to network and collaborate with people at different levels and in different settings/organizations
- Financial acumen – ability to understand financial management and ensure financial stability of the organization
- Human resources experience
- Competency with respect to equity, diversity, inclusion and accommodation (EDIAA) and cultural safety
- Competency with respect to Indigenization and decolonization
- Advocacy skills to advance high quality nursing education
- Ability to communicate in both English and French

Executive Director's signature		Date yyyy/mm/dd	
President, Board of Directors		Date yyyy/mm/dd	