



National Career
Development
Association

Job Announcement

Job Title: NCDA Credentialing Commission Director

Job Summary:

Direct and implement the work of the Credentialing Commission including Domestic and International credentials for individuals seeking professional certifications in the field of career development. Administratively reporting to the Executive Director of Creative Management Alliance (CMA). The Director will work in collaboration with and has professional accountability in the performance of duties as assigned to the Board of Directors. And communicate as appropriate to inform the Board-appointed liaison to the Commission of the ongoing work and issues and concerns. The position is responsible for the oversight, management and supervision of the volunteers serving as Commissioners. The Director is responsible for writing the Annual Work Plan and recommend the projected budget to the Board of Directors based on the Board's directives and the NCDA Strategic Plan.

Duties and Responsibilities

- Establish an annual Credentialing Commission Annual Work Plan in collaboration with the NCDA Board and the Commissioners.
- Work in collaboration the Board of Directors to set priorities and the direction of the Commission.
- Manage the process of industry credentialing addressing international and domestic issues, industry requirements and informs the board of the progress and challenges.
- Manage the credential reviewers' recruitment, training, and oversight of their work for all credentials.
- Work in collaboration with the NCDA Training and Education Council (TEC) and the CMA Director of Convention and Special Projects. Provides scheduled reports of relevant updates to TEC on the work of the Commission.
- Set agendas, schedules, and conducts meetings with the Commissioners.
- Ongoing oversight of the Commissioners' work/responsibilities.
- Guide Credential Reviewers' orientation and monitors accountability.
- Oversee and manage the process for approving the outside continuing education provider.
- Submit quarterly credential data and additional content as requested by the Board.

- Oversee the recertification process and work with the Audit Panel to ensure audits are completed on a timely basis.
- Develop, propose, and monitor a Board approved annual budget.
- Establish a Marketing Plan working closely with the Training and Education Council and the Marketing Contractor to promote the credentials and curriculum nationally and internationally.
- Manage credentialing database system, web pages assisted by the NCDA Web Editor, and produce quarterly newsletter for release through NCDA internal member communications.
- Meet with the board liaison to review progress toward goals and objectives and writes reports to share with the Board during regularly scheduled Board meetings.

Qualifications:

- Degree in a related field and five years credentialing experience.
- Knowledge of data systems and reporting.
- Strong leadership and managerial skills, with the ability to effectively lead and motivate a team.
- Excellent project management skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Proficiency in credentialing software systems and databases, and Microsoft Office applications.
- Effective communication skills, with the ability to collaborate cross-functionally and communicate complex concepts to diverse audiences.
- Demonstrated ability to work independently and take initiative in a fast-paced environment.

Term of Employment: The position is a remote, full-time contracted position with some travel required. A performance-based annual evaluation will be conducted by the Board of Directors and Trustees in consultation with the CMA Executive Director.

Start Date: June 3, 2024

Salary: Range starts at \$75,000, commensurate with credentials and work experience.

Application: Send resume and cover letter to the Chair of the Search Committee by April 15, 2024:

Carolyn D. Jones, NCDA President
Email: ncda.president.23.24@gmail.com