

OREGON CENTER FOR NURSING

POSITION DESCRIPTION



POSITION: Research Director

LOCATION: Oregon Center for Nursing, 5000 N Willamette Blvd, Portland, OR 97203

STATUS: Full-time, Exempt

SALARY: \$80 – 90,000, depending on experience

OPEN: Until Filled

The Oregon Center for Nursing (OCN) is a 501(c)(3) non-profit organization whose mission is to ensure a superior, well-prepared and diverse nursing workforce to meet the health and wellness needs of our communities. OCN fulfills its mission through nurse workforce research, building partnerships, and advocating for nursing and healthcare.

For more information, see the OCN website: www.oregoncenterfornursing.org.

The Research Director is responsible for coordinating and fulfilling the organization's research agenda in an ethical and timely manner. The Director is responsible for the design, implementation, analysis, and reporting of research projects including, but not limited to, surveys of the nurse workforce, nursing employers, and nursing education programs. He/she reports to the Executive Director. He/she must be adept at multi-tasking, able to work independently with little or no supervision and meet deadlines. He/she will have outstanding written, oral, and interpersonal communication skills and pay meticulous attention to detail.

POSITION RESPONSIBILITIES:

- In collaboration with staff, board of directors, relevant stakeholders, develop research agenda for the organization
- Evaluate accomplishment of and recommend modifications to the organization's research agenda
- Assist with identification of funding sources for research projects
- Prepare research and grant proposals and budgets for submission to funding sources
- Develop and design research instruments for data collection
- Collect and analyze data
- Maintain databases of research data for potential future use, organized files and records
- Generate written briefs, reports, infographics, visuals, press releases and other materials to distribute research outcomes to a wide audience
- Present research findings to local, state-wide and national stakeholders
- Represent the organization at selected meetings, conferences and committees
- Develop, maintain and meet internal and external stakeholder needs in a timely and accurate manner
- Work with vendors as needed to contract for data entry, web survey design, or other research needs that cannot be performed in-house
- Other duties and tasks according to organizational needs and changes

EDUCATION REQUIREMENTS AND WORK EXPERIENCE:

- Doctorate degree strongly preferred. Course work in quantitative and qualitative research methods and statistics required
- Previous experience managing and conducting large scale research *required*
- Proposal writing and grant management desirable
- Required Knowledge, Skills and Abilities:
 - Knowledge of research methods, statistics, and health workforce issues required
 - Ability to design and implement survey research including the analysis and interpretation of primary and secondary data
 - Ability to plan and write grant proposals
 - Skill in written and verbal communications

- Demonstrated leadership skills
- Preferred Knowledge, Skills, and Abilities:
 - Knowledge of health care and health care policy desirable;
 - Registered nursing practice background and/or current registered nursing license preferred
 - Knowledge of nursing and health policy issues

APPLICATION PROCESS:

Please submit the following to Kelley Ilic, Operations Manager, Oregon Center for Nursing, 5000 N Willamette Blvd, MSC192, Portland, OR 97203 or ilic@up.edu by **August 19, 2016**:

- Your resume or CV with references
- A cover letter explaining your interest in and experience relevant to the Research Director position, as well as your salary requirements