

**Job Description**  
**Watson Lotus Awards Development Manager**  
**Deadline to apply January 30, 2021**

**Position Title:** Watson Lotus Awards Development Manager (working title)

**Employment Status:** 1 year contract. Salary and position have potential to increase after the first-year evaluation.

**Hours:** 22.5 hours per week Monday – Friday between 9am – 5pm.

**Probationary period:** 3 months.

**Salary Range:** \$42,000 per annum pro rata.

**Location:** Remotely within the USA. Florida California or Colorado preferred.

Willing to travel to meetings where and when appropriate (within the USA).

**Professional Experience / Education to College Degree**

Experience of / knowledge in USA healthcare systems, nursing schools or other care giving facilities. RN desired, with background of Business Admin Marketing and Sales or Event or Nurse Management. Native or advanced understanding of the English language. Previous experience related to national credentialing activities a bonus.

**Reports to:** Executive Director

**Job outline:** To lead and direct all activities of the newly created Watson Lotus Awards development and implementation including managing, communicating, awarding and formalizing criteria and evidence from healthcare organizations, as well as other educational human care service-related systems desiring to be associated with WCSI through the Award.

**Accountabilities:** Reports to the Executive Director and Board

**Relationships and contacts:** liaising with: Affiliate clients, potential Watson Award clients, RN, CNO, CFO's and healthcare systems/practitioners. WCSI faculty, Caritas Coaches®, CEO, Executive Director administrator, website developer, and trustees.

**Meetings and contexts:** All via zoom: weekly team meetings, weekly management meetings, quarterly WCSI Faculty meetings, annual trustee meeting. Other as required. Optional: Caritas Healing Connection sessions monthly.

**Duties and responsibilities:**

- Lead on finalizing application process from start to finish including branding and marketing.
- Lead on income generation through the development of the Watson Lotus Award.
- Communicate formal invitation to potential client healthcare/educational systems, including information about and application for the new Watson Lotus Award; contact current and future systems/organizations using Watson Caring Science Theory and Caritas nursing practices.
- Implementation of application and follow up with organizations. Promote and Champion the Watson Lotus Awards including advertising and marketing/communications.
- Manage revenue, including managing risk.
- Responsible for managing the Board-approved Watson Lotus Award budget.

**Management:**

- Maintain up to date knowledge of needs and values of healthcare systems using Watson's Theory of Caring Science and respond and support them.
- Introduce other systems to Caring Science as exemplars of best practice.
- Identify and manage a team of 3 (minimum) voluntary Caritas Coach/Senior Scholar Award reviewers.
- Keep up to date records of data using our database once trained (Donor Engine).
- Communicate clearly via email, phone and in person when appropriate.
- Undertake initial assessments of potential Awardees.
- Ensure maintenance of client confidentiality.
- Comply with data protection; liaise with Exec Director to ensure compliance.
- Recruit Reviewer Appraisers: to support Exec Director and Trustee in interviewing voluntary evaluators/reviewers.

**Evaluation:**

- Evaluation: To lead on, and devise evidence using quantitative and qualitative methods  
Create and use questionnaires to collate and present outcome data
- Ensure accurate record keeping
- Management of WCSI policies and procedures, in accordance with non-profit guidelines.

**Fundraising:**

- Contribute to the development of fund-raising strategy.

**Vision and Strategy:**

- Contribute to WCSI's strategic direction ensuring it is aligned to our Caritas Mission, Values and Aims. Creating a caring healing environment with colleagues and clients being conscious of the 10 Caritas Processes®.

**To apply** please send an email with your CV and cover letter addressing the key points above to: [julie@watsoncaringscience.org](mailto:julie@watsoncaringscience.org)

**DEADLINE TO APPLY: JANUARY 30<sup>th</sup> 2021**  
**INTERVIEWS WILL BE HELD VIA ZOOM WEEK BEGINNING FEBRUARY 8<sup>th</sup>, 2021**  
**START DATE MARCH 1<sup>st</sup>, 2021(or as agreed)**

**Equalities Statement**

We are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Limitations & Disclaimer**

The above job description describes the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position nor a listing of the characteristics of the individual performing the job.

Position Description: Watson Awards / Revision Date jgw 1.08.2020

[www.watsoncaringscience.org](http://www.watsoncaringscience.org)

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