

# Wisconsin Association of Health Plans

*The Voice of Wisconsin's Community-Based Health Plans*

## **Executive Director Wisconsin Association of Health Plans**

### About the Association

The Wisconsin Association of Health Plans is the voice of Wisconsin's community-based health plans. For more than 35 years, the Association has worked with state policymakers, regulators and agency leaders to address health care issues affecting Wisconsin. Community-based health plans collectively apply their local experience and values to improve access to local, affordable, high-quality health care and coverage for individuals, employers and government programs.

### About the Position

The Executive Director serves as the chief staff executive of the Association. This full-time position is responsible for the overall management and implementation of all Association activities and operations. The Executive Director represents the perspectives of member health plans on state public policy issues related to health care and coverage in Wisconsin. The Executive Director directly reports to the Association Board President and Executive Committee, and maintains full accountability to the Association Board of Directors. The position is based in Madison, Wisconsin but will require travel throughout the state.

### Essential Position Responsibilities Include:

- Leads the Association and oversees all operations and business activities consistent with the Association's mission.
- Implements all organizational policies and procedures.
- Hires, manages, and evaluates the work of all Association staff, consultants, and vendors. Inspires high performance.
- Annually helps develop, refine, and implement the strategic direction and priorities of the Association on administrative matters and public policy issues. Offers advice, counsel and strategies.
- Manages time and resources effectively to accomplish multiple objectives simultaneously.
- Ensures the financial integrity of the Association. Develops and manages the annual budget and dues schedule. Oversees all financial operations, investments, and monthly financial reports. Manages the development and filing of all local, state, and federal taxes, and the timely filing of government reports.
- Coordinates the scheduling, agendas and materials for all regular Board and Executive Committee meetings. Supervises all aspects of the two-day annual meeting.
- Works with members and staff to develop all public policy positions through member surveys, member discussions and draft position papers.

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- Serves as an effective and visible advocacy champion. Leads and promotes the Association’s advocacy initiatives and legislative agenda.
- Testifies or helps prepare staff and members to testify before legislative and regulatory bodies to ensure the Association’s public policy positions are communicated to key decision makers.
- Facilitates communications between health plans and the Wisconsin Legislature, state agencies, and the Governor’s Office.
- Works to build relationships with other health care stakeholders and helps create coalitions of like-minded organizations to advance public policy priorities.
- Ensures effective external communications on all Association matters.

### The Ideal Candidate

The Association seeks a seasoned leader who is capable and deeply committed to the overall success of the organization. The ideal candidate is an accomplished professional who has high integrity; strong relationship building and networking skills; strategic vision; organizational management experience; and a track record of success advocating on public policy matters. The ideal candidate is a creative, innovative team player who can work with health plan executives and staff to ensure the perspective of health plans is effectively communicated.

### Required Qualifications

Candidates must have at least a bachelor’s degree in a relevant field and at least seven years of professional work experience in public policy. The position requires someone who is politically savvy and understands the Wisconsin legislative and regulatory process as well as the Wisconsin health care and health insurance environment. Candidates must have strong written, verbal, and interpersonal communication skills; proficiency in Microsoft Office programs; the ability to work collaboratively and effectively with diverse groups of stakeholders; integrity; a competitive spirit; persuasion and negotiation skills; and proven organizational and implementation skills.

### Compensation

The Executive Director’s starting salary depends on experience and qualifications. The total compensation package is market competitive.

### Application Process

Candidates for the position must submit a cover letter and resume to [resumes@le-hrlaw.com](mailto:resumes@le-hrlaw.com)

The application deadline is Wednesday, March 25, 2020.

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