

President and Chief Executive Officer (CEO)

The National Business Coalition on Health (NBCH)

Position Description

The National Business Coalition on Health (NBCH) is a not-for-profit 501(c)6 organization whose members are local, regional and state-wide purchaser-led coalitions focused on health care and benefits. This diverse group of organizations, each a separate corporate entity, shares the common goal of working to address health care quality, utilization and cost issues across the United States in an effort to assist employers providing health and wellness benefits.

Under the direction of the Board of Governors and reporting directly to the Board Chair, the President and CEO is responsible for the overall leadership, management, staffing, operation and financial stability of NBCH and affiliated organizations (Community Coalitions Health Institute – CCHI, a 501(c)3 organization) to ensure the continuing viability and capacity of member coalitions. The President and CEO represents NBCH and the voice of the purchaser on health care benefits and health care issues to all external entities and the general public.

Location: Living in Washington, DC is not required for this position; however, the job will require frequent travel to the Washington, DC area.

KEY DELIVERABLES AND REQUIREMENTS:

- **Develop and Implement a Strategic Plan and Annual Operational Plan:** Develop a plan of action to address any specific areas that are in need of enrichment or development including, but not limited to the following: enhancement of programs and services to impact member needs and enhancement of the operational performance. Create and execute a strategy for achieving fundraising and revenue goals. Work with the appropriate NBCH staff/contractors to develop an annual tactical plan for achieving identified goals and objectives.
- **Advocate the NBCH Vision Throughout the Nation:** Act as an ambassador for NBCH by instilling confidence, credibility, and trust in NBCH with corporations, foundations, and major donors. Identify and gain access to new pipelines of support. Demonstrate a high level of comfort communicating the purpose and vision of NBCH to various audiences.
- **Provide Strong Fiscal Leadership:** The President and CEO will be expected to leverage the resources currently available to drive NBCH to higher levels of performance and increase the long-term financial stability of NBCH. Develop a strategic financial platform necessary to support and sustain the needs of NBCH.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned.)

Mission Focused

- Lead the organization in making measurable progress on carrying out the mission and vision of NBCH.
- Promote the programs and the mission of NBCH.
- Develop and support the capacity and resources of purchaser-led coalition members to increase the ability of their members to gain greater value from their health benefit spend.
- Assist member organizations in supporting their members' efforts to improve the health of workforce populations.
- Identify and spread best practices in value-based purchasing by evaluating the design, impact and return on investment (ROI) of coalition/purchaser initiatives and strategies.

- Support the Board of Governors and NBCH committee activities.
- Develop and track business and strategic plans for NBCH and its affiliates.
- Increase the value of NBCH to its members.
- Promote a level of understanding regarding health care performance and quality measures, as well an understanding of health plan costs and performance to ensure the relevance and credibility of value-based purchasing initiatives.

Internal Operations

- Secure financing through diverse revenue streams.
- Manage expenses and enhance operating reserves.
- Determine staffing needs.
- Hire, develop, reduce staff and/or outsource services as needed.
- Prepare and manage budgets.

External Relations

- Develop and leverage community partnerships and alliances to achieve organizational goals. This includes members, health care system stakeholders (such as providers, insurers, etc.), foundations, government policymakers, members, experts and sources of project funding.
- Build and strengthen relationships with key stakeholder groups, including senior leaders of the business community, health care and insurance industries, public policy makers and current and potential funders and customers.
- Leverage the collective strength of member coalitions and their members to drive improvements in safety, quality and cost of health care through payment and delivery reforms of health care services locally, regionally, and nationally.
- Establish NBCH as a leading voice and effective source of leverage to drive improvement in health care value through educational activities, coordinated efforts with similar minded organizations, and advocacy for coalitions and their purchaser members.
- Abide by the policies and regulations established by the NBCH Board of Governors.

SKILLS AND ABILITIES:

- **Strong Leadership:** Proven track record of visionary, strategic leadership. Experience leading, developing and working collaboratively with boards.
- **Strategic Thinking/Planning:** Demonstrated ability to assess/synthesize information and identify patterns and trends affecting the strategic direction of NBCH. Experience successfully developing and implementing a strategic plan.
- **Fiscally Responsible Executive Management:** Ability to establish, monitor and achieve a set of organizational priorities within time and budget constraints. Ability to create financial reports that clearly illustrate the state of the organization and its affiliates. Successful experience fundraising/grant writing for not-for-profit and member organizations. Ability to recruit, develop, and retain a mission-driven, results-oriented staff to create a team-oriented culture.
- **Industry Knowledge:** Possession of an in-depth grasp of health care market/environmental trends, especially as these pertain to the role of employer-sponsored health insurance and the concepts/tenets of "value purchasing." Familiarity with business coalitions on health is preferred. Understanding of the health care system financial and economic environment that coalitions and employers are operating within.
- **Legislative/Advocacy:** Demonstrated legislative policymaking and advocacy experience, preferably with national health care constituents in Washington, DC.
- **Planning/Organization:** Proven track record of consistently meeting established deadlines and commitments; individual must be highly organized and able to pay attention to detail.

- **Communications:** Ability to represent NBCH comfortably, capably, and persuasively, through verbal and written presentation/correspondence internally and externally.
- **Collaboration:** Consensus driven orientation and demonstrated ability to build a collaborative organization.
- **Work Ethic:** Flexibility, adaptability, entrepreneurial mindset and comfortable with working through occasional ambiguity /tension/conflict.
- **Interpersonal Style:** Ability to build and sustain relationships with diverse stakeholders while leading an organization that is serving as a “change agent.”

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Master's degree in business, health administration or equivalent and at least seven years of executive-level experience in a health related organization/area.
- **Knowledge and Experience in Association Management:** Prior experience in managing or working in volunteer-based, membership or trade associations having multiple chapters and components.
- **Language Skills:** Excellent writing and verbal communication skills and personal values consistent with the NBCH mission. Ability to read, analyze, and interpret common scientific/technical journals and legal documents. Effective collaboration with customers, regulatory agencies, members of the business, health care, health policy communities and others. Ability to write speeches and articles for publication and effectively present information to public groups, and/or board of directors.
- **Financial Skills:** Ability to prepare and manage budgets; read and prepare financial reports.
- **Problem Solving:** Ability to solve practical problems and deal with a variety of variables. Ability to establish and execute strategy. Ability to develop new programs, review and enhance existing programs, for both economy and effectiveness, in broadening NBCH's engagement with the regions served and nationwide. Strong negotiating skills.
- **Familiarity with Business Coalitions on Health strongly preferred.**
- **Other Skills and Abilities:** Computer literate, including Internet, mobile devices, social media, email, basic office programs (documents / presentation / spreadsheets).

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee in an office setting to successfully perform the essential functions of this job. In the past, NBCH has been based in Washington, DC. While living in Washington, DC is not a requirement of the job, the responsibilities of the job will likely require frequent trips to the Washington, DC area for meetings and events.

- While performing the duties of this job, the employee is regularly required to travel, operate a computer, stand, sit, talk and hear.
- No special vision requirements for this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate. Position will require travel and irregular hours.

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

How to Apply for this Position

Please send a cover e-mail/letter, electronic resume and salary requirements to Anne Ladd, Chair of the Search Committee at: anneladd@wyohealth.org

Applications accepted until 5 p.m. Eastern time on Friday, January 15, 2016.