

**MEDICAID HEALTH PLANS  
OF AMERICA**

**PRESIDENT AND CEO**

**Job Description**

**POSITION SUMMARY:** Provide external leadership and internal management for the business interest and operations of the Medicaid Health Plans of America. Primary responsibility includes membership development, public policy, government affairs, advocacy, research development, business associate relationship management, coordinating the organization's operational activities, budget management and internal organizational development. The individual reports directly to the Chairperson of the Medicaid Health Plans of America ("**Association**") Board of Directors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Liaison with designated governmental agencies and allied organizations based in Washington, D.C., which includes representation and participation at policy conferences, workgroups, congressional and industry forums.
- Collaborate closely with relevant departments on outreach and advocacy with policymakers, including Congress and key government agencies. Such activities may include preparing roundtable meetings, on-site visits/tours to member plans, policy and educational forums, and related advocacy activities.
- Facilitate collaboration with key stakeholders, including other industry associations and coalitions, patient groups, professional societies, research advocacy organizations, and health policy thought leaders.
- Establish collaborative and constructive relationships with member company staff to foster a culture of common purpose and consensus building.
- Assist member plans in "telling the Association story" via preparing position papers (i.e., draft sample letters) based on guidance of the executive committee and plan members. Advocate based on those positions and ensure that related issue briefs and articles are drafted for the Association for distribution and publication.
- Manage designated legislative information for the purpose of screening, tracking and monitoring proposed legislation.
- Conduct designated research and analysis of specified health proposals for policy development. Leverage and coordinate all relevant resources to implement the Association strategic plan by advancing Association policy, advocacy, and external affairs activities.
- Provide initial assessments on policy decisions that potentially threaten existing resources and/or provide opportunities for Association member plans.
- Lead the development of public policy proposals and positions by leveraging the association's policy development processes, coordinating closely with senior leadership and member plans.
- Prepare plans and lead Association Membership in recruitment and retention.
- Prepare plans and lead Association Business Associate recruitment, relationships and retention.
- Participate in and support the development and execution of Association events, including educational and conference programming.
- Assist in publishing findings in industry newsletters and other publications.

- Lead periodic review and updating of the Association strategic plan to ensure that the organization is best positioned for success in accomplishing its policy goals.
- Work closely with the Association Board of Directors, develop agendas for quarterly board meetings, and help guide the work of the board, any board committees, and Association and member work groups that support the Association agenda.
- Maintain ongoing communications with Association member plans regarding policy issues and activities, for example, preparing/distributing updates, meeting summaries, newsletters and legislative summaries.
- Foster collaboration with MHPA's affiliated Institute for Medicaid Innovation (IMI) and help to coordinate their administrative and financial relationships.
- Attend staff and report at all Board of Directors and membership meetings.
- Lead and manage Association and affiliated staff.
- Direct and manage all aspects of the Association budget.

All other duties as directed by the Board of Directors.

#### EXPERIENCE:

The candidate will have at least 10 years of program, state, organization, agency or association leadership experience as a proven leader by position and outcome. The CEO will have a track record to think strategically, build consensus, and work collaboratively to accomplish leading strategic, comprehensive, and proactive public policy initiatives.

Successful advocacy experience at the Congressional and Administration level is critical. Experience in building effective alliances with third parties will be essential to success. A working knowledge of the Centers for Medicare and Medicaid Services' legislative authorities, regulations, and regulatory processes and familiarity of related state agencies and policies are required. Proven experience working in the government health care programs and managed care industry is a plus.

The CEO will have:

- Knowledge of regulatory and policy issues affecting health care delivery, financing, and related areas.
- Exceptional ability to develop and implement strategic plans for accomplishing the priorities of the Association.
- Excellent communication and writing skills, good judgment, and a well-developed sense of propriety, political acumen, and the ability to think constructively with strong interpersonal skills.
- Outstanding leadership and organizational skills with strong attention to detail.
- Knowledge and understanding of managed care functions and operations, particularly as it relates to Medicare and Medicaid.
- The ability to establish and maintain effective working relationships with a diverse group of people. Strong interpersonal skills and a reputation for being a team player; a sharp sense of protocol.
- A clear reputation for ethical conduct.
- Reputation for being energetic, bright, hardworking, enthusiastic; willing to offer opinions and judgments.



- Acute political sensitivity. Proactive -- able to develop new and creative ideas.
- Outstanding ability to lead and manage Association staff and work in an action-oriented, decision-making environment and to be decisive.
- An excellent ability to effectively manage multiple projects at one time.
- Proven experience and solid skills for managing a budget.
- Strong computer and data collection skills.

EDUCATION:

- Bachelor's degree is required. Master's degree in Public Administration, Political Science, Business or a related field is preferred.

**Please send all cover letters and resumes to:**

David Jacobson

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