



## Chief of Staff

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Cover letters and resumes may be submitted to: [COSEPosition@nationalalliancehealth.org](mailto:COSEPosition@nationalalliancehealth.org)

The National Alliance of Healthcare Purchaser Coalitions (National Alliance) is seeking a seasoned chief of staff to lead three major functions of the organization and work with the president and CEO to envision, develop and execute strategic initiatives. The ideal candidate will be a senior healthcare strategist with health policy expertise. Demonstrated experience as a motivational leader with exemplary communications and interpersonal skills, adept at creating and nurturing an inclusive and collaborative organizational culture is essential. The chief of staff must be able to work calmly and effectively in a fast-paced environment amid multiple competing demands while maintaining a focus on achieving core aims and delivering impact on behalf of National Alliance coalition members and employers/purchasers nationwide.

The National Alliance has a remote/hybrid work environment, with most staff working from home, but periodically available to travel to the organization's headquarters in Washington, DC.

### Core Qualifications

- Masters-level education focused on healthcare, public health, business administration, or related field, or equivalent work experience.
- 15+ years of experience in healthcare delivery, payment, and policy issues. Experience working in healthcare benefits for an employer/purchaser, or with a purchasing coalition a significant plus.
- Minimum of 10 years' supervisory experience with a proven record of accomplishment in staff development for high performance, professional development, and maximum cross-functional effectiveness.
- Experience leading and/or overseeing healthcare purchasing initiatives with or on behalf of large employers.
- High standards for excellence, results- and detail-oriented, and able to direct multiple, complex work streams.
- Experience overseeing planning, managing, and fundraising for complex in-person and virtual educational events with 200+ attendees.
- Expertise in designing and implementing effective project management systems focused on achieving and reporting on near- and short-term outcomes.
- Positive relationships with national network of leading public and private healthcare stakeholders, including employers and purchasers, health plans, provider and specialty healthcare organizations, philanthropies, and drug/device manufacturers.
- Demonstrated results in securing grant funding and fundraising from philanthropies and strategic partners.
- Nuanced understanding of key issues of concern for purchasers such as population health management, delivery and payment reform, health equity, SoDH, mental health, health policy, and PBMs/prescription drugs.

- Excellent written and verbal communication skills including significant experience in public speaking and on-the-record interviews with media.
- Superior attention to detail, excellent time management skills, responsive to deadlines, and adherence to the highest quality levels.
- Proficiency in project management software (e.g., Wrike), WordPress, and Microsoft Office (Excel, PPT, Word). Experience with Canva or similar software a plus.
- Ability to travel up to 20% of work days, including to the National Alliance headquarters in Washington, DC, and to coalition and industry events on occasion.

### **Duties & Responsibilities**

- Partner with the president and CEO to envision, develop, and execute significant initiatives aimed at achieving the organization’s strategic objectives.
- Oversee and provide strategic direction and coordination of three major functions of the National Alliance (meetings and education; healthcare advancement; communications and member engagement) with a current staff of four, plus short- and long-term consultants.
- Lead, design, and oversee execution of key initiatives to continuously reinforce and strengthen the National Alliance mission and value proposition(s) for its multiple membership categories. Ensure all activities and communications are well-coordinated, well-disseminated, and delivering value.
- Analyze data to support decision-making, including market trends, operational efficiencies, and other key performance indicators relevant to the organization and its membership.
- Responsible for the leadership, direction, and mentorship of staff involved in the development and submission of funding proposals; negotiation and acceptance of grant and contract awards; and reporting to external sponsors.
- Facilitate leadership meetings, including setting agendas, coordinating discussions, and following up on action items to ensure progress toward objectives.
- Serve as the organization’s chief “standard raiser” – driving staff and consultants to continuously seek improvements in quality, efficiency, and impact.
- With the president and CEO, serve as a key spokesperson and ambassador for the National Alliance and the purchaser coalition community, including with media, at national and regional speaking engagements, and before policymakers.

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