The Michigan Pharmacists Association – www.michiganpharmacists.org is seeking a forward-thinking Chief Executive Officer (CEO) with a strategic management style and a history of successfully growing departments/organizations to meet their full potential. The Michigan Pharmacists Association (MPA), a well-respected 130+ year-old professional society, is the one of the largest state pharmacy associations in the country serving members in all practice settings – including students and pharmacy technicians. After 36 years of service, MPA’s current CEO is retiring and the next leader will be entrusted with continuing efforts to advance the organization and the profession.

A successful candidate will be a natural relationship builder; ideally someone who is already connected to the pharmacy industry. As the public face of the Michigan Pharmacists Association, the CEO must have an engaging, yet diplomatic approach and be passionate about providing advocacy and resources in support of the pharmacy profession. The position requires a transparent, collaborative leader with a proven track record of growing membership and building engagement, cultivating shared goals, and positioning an organization for relevance and sustainability in the years to come.

**DUTIES:**

Guided by the members of the Executive Board, the Chief Executive Officer’s primary focus will be to ensure that the daily activities of the Association and subsidiaries are in compliance with and in support of program and membership goals, strategic objectives, and legislative priorities. Areas of responsibility include planning and execution, advocacy and communications, program implementation and administration, personnel and fiscal management, member development and retention.

Specific job duties include:

**Operations Management**
- Assist the Executive Board in setting short-term and long-term goals based on the organization’s mission, vision and strategic plan
- Develop and implement work plans, activities and programs to meet strategic objectives
- Develop and administer operational policies
- Oversee member recruitment and retention activities
- Oversee MPA meetings, conferences and events
- Foster and maintain ongoing and open communication with the Executive Board, the Practice Section Boards, the House of Delegates and all associated committees
- Foundation and Subsidiary duties

**Personnel Management**
- Oversee current staff (18-20 employees) and ensure adequate staffing levels to meet MPA’s strategic plan objectives and growth goals
- Assure proper compliance with employment law as it relates to personnel matters
- Provide training, supervision and evaluation of staff in a fair and equitable manner
- Develop expertise in staff by encouraging further education and training; providing learning and leadership opportunities for growth
- Oversee all disciplinary actions including terminations
Fiscal Management
- With guidance from the Executive Board, develop and maintain appropriate policies, procedures and internal controls for prudent financial management and legal integrity
- Oversee the authorized and proper expenditure of funds, and assure that all funds, physical assets and other property of the Association are appropriately safeguarded and administered
- In conjunction with the Controller and COO, prepare and monitor the budget (~$2.1M annually) for the Association, Subsidiaries, Pharmacy PAC and the Michigan Pharmacy Foundation
- Manage MPA’s assets, liabilities, revenues and expenses
- Seek new/additional revenue sources
- Assure proper fiscal record keeping and reporting

Public Relations and Communications
- In concert with the Executive Board President, serve as the spokesperson for MPA, promoting the Association and its initiatives to members, media, governmental agencies, community and related organizations and the public at events, local meetings and at other venues as appropriate
- As editor of MPA publications (electronic and printed), oversee the development and dissemination of member materials
- Manage MPA communication strategies, including website, newsletters/print, speeches, personal appearances and public statements to assure appropriate substantive, conceptual and political approach
- Effectively maintain relationships with other state associations, national associations, professions, government and public service organizations and others as necessary and in the best interest of the MPA
- Engage and foster a collaborative relationship with the three Michigan Colleges of Pharmacy.

Advocacy and Government Relations
- Serve as the primary liaison and spokesperson between the Board(s), policy makers and the press
- Monitor and report legislative, political, and administration activities and issues which may impact the interests of the Association and its members
- Attend and participate in legislative and regulatory meetings and hearings bearing potential impact on the Association and its members
- Manage advocacy initiatives to assure effectiveness and results, utilizing outside lobbying assistance as needed
- Maintain relationships with governmental agencies, elected officials, key stakeholders, and organizations with complementary and/or like missions and policy objectives

QUALIFICATIONS:
Qualified candidates will have a Bachelor’s degree and 5+ years of senior level management experience, preferably in a complex association setting. Working knowledge of the healthcare industry is required, pharmacy background is a plus! This is a high-level position requiring strong
leadership, communication, fiscal and interpersonal skills. A successful candidate will demonstrate the ability to grow membership and implement innovative programs and services in collaboration with the MPA Board(s), governmental agencies and related professional associations.

**COMPENSATION AND BENEFITS:**

The Michigan Pharmacists Association offers a dynamic, challenging work environment with ample opportunity for professional fulfillment, competitive compensation and a full benefit package.

To express your interest in this position, please submit your resume, salary requirements and a cover letter explaining how your qualifications relate to this position. Materials can be sent to JodiSchafer@WorkWithHRM.com.