

# APPLICATION PACKET

**Executive Director**



**September 2021**

# ORGANIZATIONAL OVERVIEW

## About NAME

NAME stands for the National Alliance for Medicaid in Education, Inc. NAME is a not-for-profit organization, registered as a 501(c) (3) with the Internal Revenue Service. It is a professional network of mostly volunteers that facilitates sharing of valuable information and promotes networking among those involved with Medicaid in education. NAME collaborates with key federal agencies, including the Centers for Medicare & Medicaid Services (CMS) and the Department of Education, Office of Special Education Programs (OSEP), and other partners and stakeholders, to develop and support public policies that value children's health and recognize it as essential to learning.

Established in 2003, the organization was created in response to a need for a national forum to address the complexities and challenges of Medicaid reimbursement in school settings. As the only organization of its kind, NAME draws on the expertise of highly informed and specialized sources from around the country at the federal, state, and local levels, as well as the private sector. The organization has been instrumental in bringing together a broad spectrum of stakeholders to advocate for the program integrity of school-based Medicaid reimbursement.

## Vision

We envision the day when public policy values children's health as essential to learning.

## Mission

NAME advocates program integrity for school-based Medicaid reimbursement.

## Meetings

NAME has an annual conference every fall in various locations throughout the United States. Virtual presentations and meetings are also held throughout the year.

## Governance

NAME is governed by a volunteer Board with a well-developed committee system in place.

## Compensation

Competitive compensation commensurate with experience. This is currently a half-time role with potential for growth. The position may be considered on a consultant or salaried basis.

## Location

There is no standalone office location. Executive Director works virtually with some travel to the DC area and other locations as needed.

## To Apply

To apply, please email a complete application package to Luann Purcell, Transition Consultant at [hirings@MedicaidforEducation.org](mailto:hirings@MedicaidforEducation.org). A complete package will include the following and should be submitted within one single email: a detailed cover letter explaining why you should be considered for this position; a comprehensive resume; and a 3-5 paragraph writing sample responding to the prompt, "Describe the interplay between health and education in schools, as you understand it." Final candidates will be asked to submit professional references and will be required to complete a background check.

## Deadline

Closing date for the application process is October 15, 2021.

# **NAME EXECUTIVE DIRECTOR POSITION**

To inspire, guide, and support NAME's Board of Directors and all standing and ad hoc committees to achieve excellence as a professional association for NAME to achieve its mission of advocating program integrity for school-based Medicaid reimbursement and promote its vision of public policy valuing children's health as essential to learning. NAME desires a strong and experienced leader who can serve as a consistent, credible, visible spokesperson to help grow its membership and membership services to the next level of impact.

## **Definition of Terms:**

- **Board of Directors (17):** Officers (5) + Regional and At-Large Medicaid, Education, and Local Education Agency (LEA) Representatives (12)
- **Standing Committees (10):** Bylaws, Policies and Procedures; Communications; Executive; Finance; Financial Procedures Review; Governmental Affairs; Information Technology; Membership; Nominating; Program committees.

## **GENERAL RESPONSIBILITIES:**

- Provides a high level of positive visibility nationally for NAME and speaks to the media and all other stakeholders on the organization's behalf.
- Serves as liaison with federal agencies including, but not limited to, the United States Department of Education, the Centers for Medicare and Medicaid Services, and the Office of Inspector General.
- Educates legislators and policymakers about the impact of current or proposed laws or regulations that impact Medicaid in education and/or school-based health services.
- Serves as liaison to NAME's strategic partners and other national organizations working to influence positive health and educational outcomes for students.
- Provides information and technical support for Medicaid in education program integrity and expansion to state agencies, state organizations and local education agencies and shares best practices between them.
- Networks with vendors involved with Medicaid in education to identify national trends and raise funds to support the organization's goals.
- Develops and maintains relationships with organizations and other stakeholders to secure and maintain financial donations and sponsorships.
- Maintains a collaborative relationship with NAME's Board of Directors, committee chairs, and committee members and supports an overall positive organizational culture.
- Attends meetings of the NAME Board and committees, as invited and necessary, and serves as a resource to all volunteers.
- Provides reports for the organization on a variety of topics as deemed necessary by the position and the board
- Acts as custodian of organizational property and records and supports the NAME Secretary in maintaining formal records for the organization.

## **SPECIFIC RESPONSIBILITIES:**

- Assists the Bylaws, Policies, and Procedures Committee with maintaining an orderly system for the development and review of NAME policies and procedures.
- Authors and/or compiles timely and pertinent information about school-based health services and Medicaid in education and shares when appropriate via the Communications Committee for distribution to the NAME Board and committee chairs, Friends of NAME, the general membership of the organization, and/or the media.
- Responds to requests for information and data and recommends goals and objectives to the Executive Committee to support the organization's strategic and annual long-range plans for continued improvement of the organization.

- Assists in preparing agendas for board meetings and attends meetings prepared to act as a resource person and advisor on matters before the Executive Committee and the Board.
- Ensures the planning and management of resources is consistent with the NAME vision.
- Makes recommendations to the Treasurer and Financial Procedures Review Committee regarding accounting and fiscal management, taxes, risk management, audits, and other business necessities and collaborates with the Finance Committee to develop the first draft of an annual budget that allows for the future of NAME with solvent financial planning.
- Assists with developing and maintaining systems to ensure continuous monitoring of all budgets and the provision of sufficient financial data for accurate decision-making.
- Assists the Governmental Affairs Committee with analyzing the potential impact of proposed legislation and setting priorities and strategies for influencing policy towards the improved health of students.
- Provides support to the Information Technology Committee to ensure a high-quality online presence and website for the organization including suggestions for utilization of existing and emerging technologies to enhance the efficiency and effectiveness of the organization.
- Supports the Membership Committee to implement systems and activities that ensure quality membership recruitment and retention.
- Identifies and mentors emerging leaders for volunteer and paid positions within the NAME organization and makes suggestions to the Nominating Committee to fill open Board positions.
- Assists the Program Committee with planning and implementing an annual conference and other professional development opportunities to meet the needs of NAME members.

## **PERFORMANCE STANDARDS:**

### **Visionary Planning**

- Identifies the need for systemic change and serves as an agent for that change.
- Collaborates with others to develop and implement a strategic plan that improves the larger impact of NAME in the national community.
- Develops an effective and interactive public relations program.
- Exhibits passion for the continued improvement of the organization.

### **Interpersonal and Collaborative Skills**

- Articulates ideas clearly in verbal and written communication.
- Uses skills and strategies of problem-solving, consensus building, and conflict resolution effectively.
- Implements a philosophy supporting inclusiveness and acceptance of diverse groups.
- Provides constructive feedback to others to further continuous improvement.
- Models and promotes professional ethics and values.
- Works well with others to define problems, examine alternatives, and find solutions.

### **Personnel**

- Assists with the recruitment, selection, and evaluation of qualified staff/contractors/volunteers as needed for the effective and efficient operation of NAME.
- Serves as a resource for labor relations, negotiations, and administrative contract management for NAME staff and/or contractors with professional service agreements.

### **Policy**

- Stays current with regards to policy and best practices in Medicaid for education.
- Complies with and carries out all bylaws, policies, and procedures adopted by the Board for managing the business affairs of the organization.

### **Leading Leaders and Association Leadership**

- Shows an ability to guide leaders and inspire volunteers.
- Shows an ability to deliver quality keynote addresses, participate in panels, serve on committees, etc.
- Has a desire to learn from others as well as share newly found insight with others.
- Knows how to make connections within groups, across groups, and beyond.
- Is creative in considering how to better serve, grow, and connect members.
- Recognizes and acts on the need to continuously improve association management skills.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty and performance standard satisfactorily, in addition to the following:

**Education:** A related bachelor's and/or advanced degree is desired, but some combination of coursework and extensive professional experience is acceptable for consideration for this position.

**Experience:** The ideal candidate will have knowledge about school-based health services and Medicaid in education. They will have executive experience to enhance the utilization of that knowledge in the context of a growing national not-for-profit organization.

**Language Skills:** Ability to read, analyze, and interpret complex scientific, educational, and technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or the media.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Computer Skills and Experience:** Experience and proficient computer skills in word processing, spreadsheet, and database programs required. Experience with Microsoft Office preferred. Experience with web applications and design and management of a website preferred.

**Reasoning Ability/Mental Requirements:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply those principles of logic and/or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**Communication & Interpersonal Skills:** Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including all stakeholders within and external to the organization. Ability to work cooperatively, collaboratively, and effectively with peers, subordinates, supervisors, and outside agencies. Ability to effectively handle stressful situations and resolve conflicts.

**Direct any questions to: [hire@medicaidforeducation.org](mailto:hire@medicaidforeducation.org)**