



EXECUTIVE DIRECTOR APPLICATION PACKET

January 21, 2026

National Alliance for Medicaid in Education (NAME)

www.medicaidforeducation.org

ORGANIZATIONAL OVERVIEW

The **National Alliance for Medicaid in Education, Inc. (NAME)** is a 501(c)(3) nonprofit organization made up of members from local education agencies, state Medicaid and Education agencies, and others committed to the administration of Medicaid claiming for school-based services. Our membership also includes consulting firms, nonprofits, and federal agencies interested in Medicaid-in-education initiatives.

Through Medicaid reimbursement for eligible health-related services and administrative activities, public schools recover critical funds used to support Medicaid-eligible students.

Our Vision

“We envision the day when public policy promotes student health and wellness as essential to learning.”

Our Mission

“NAME champions collaboration, integrity, and growth for school-based Medicaid.”

Strategic Goals (2025-2028)

- **Professional Learning:** By May 2028, NAME will be providing the membership with 4 hosted or shared professional learning events per year which experience an 85% (or higher) satisfaction rate.
- **Dynamic Infrastructure:** NAME will promote a dynamic infrastructure that supports membership and financial growth to ensure sustainability.

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Meetings

NAME holds an annual in-person conference each fall, with virtual events and committee meetings throughout the year.

Governance

The organization is governed by a volunteer **Board of Directors** supported by an active **committee structure**. The Executive Director reports to the NAME Board of Directors.

Compensation & Location

This full-time, remote position offers a **competitive compensation package** based on degree and years of experience. Compensation, inclusive of all benefits, ranges 75 – 95k. Travel is occasionally required, primarily to the DC area and NAME events.

POSITION OVERVIEW: EXECUTIVE DIRECTOR

The Executive Director will provide leadership and management for NAME, lead NAME's national advocacy efforts, support its volunteer leaders, and ensure high-quality operations that reflect NAME's mission and vision. The ideal candidate is a strategic, highly collaborative leader capable of inspiring volunteers, navigating complex regulatory environments, and managing a robust nonprofit organization.

This individual will be a **credible, visible spokesperson**, dedicated to growing NAME's membership, impact, and services.

Key Terms

- **Board of Directors (17)** – 5 Officers + 12 Regional/At-Large Medicaid, Education, and LEA Representatives
- **Standing Committees (10)** – Bylaws, Communications, Executive, Finance, Financial Procedures Review, Governmental Affairs, IT, Membership, Nominating, and Program



GENERAL RESPONSIBILITIES

- Oversee daily nonprofit management, operational workflows, financial tracking, and compliance with organizational policies.
 - Represent NAME publicly, including with the media and national stakeholders.
 - Act as liaison to federal education and Medicaid agencies, and national partners.
 - Inform policymakers and stakeholders on laws or regulations affecting Medicaid in schools.
 - Share technical assistance and best practices to state and local education agencies.
 - Cultivate relationships with funders, sponsors with and relevant vendors.
 - Maintain strong collaboration with the Board, committees, and volunteers.
 - Provide reports, manage records, and ensure compliance with NAME's bylaws and procedures.
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SPECIFIC RESPONSIBILITIES

- Partner with committees to:
 - Develop/maintain policies and procedures.
 - Distribute relevant content through NAME's communication channels.
 - Monitor legislation and guide advocacy strategies.
 - Oversee budget development and financial oversight.
 - Strengthen NAME's online presence and technology use.
 - Support member recruitment and retention.
 - Plan and implement the annual conference.
 - Mentor emerging leaders for succession and volunteer engagement.
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PERFORMANCE STANDARDS

Visionary Planning

- Promote systemic improvement and strategic planning.
- Build NAME's national visibility and influence.
- Demonstrate commitment to NAME's continuous improvement.



Interpersonal & Collaborative Skills

- Communicate clearly and professionally.
- Facilitate problem-solving and conflict resolution.
- Foster inclusion, professionalism, and ethical practices.

Personnel & Policy Management

- Support recruitment and evaluation of staff, contractors, and volunteers.
- Supervise and support contractors, as applicable, and supports a largely volunteer-driven organizational structure.
- Oversee contract compliance and vendor management.
- Ensure legal and policy compliance.

Leadership in Association Management

- Implement the vision and direction for NAME, fostering a high-performing organization aligned with mission, values, and future growth.
- Lead, mentor, and inspire volunteer leaders.
- Represent NAME as a speaker, panelist, and national leader.
- Build connections across diverse stakeholder groups.

QUALIFICATIONS

Education:

- Bachelor's degree required; advanced degree preferred. Equivalent experience may be considered.

Experience:

- Leadership experience in nonprofit or education/health-related organizations is strongly preferred.
- Knowledge of Medicaid in education and school-based health services is preferred.



Skills:

- Proven organizational and operational management.
 - Strong writing, public speaking, and analytical abilities.
 - Financial literacy, including budgeting and reporting.
 - Proficiency in Microsoft Office and web-based tools.
 - High-level reasoning and problem-solving ability.
 - Excellent interpersonal and conflict-resolution skills.
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APPLICATION INSTRUCTIONS

To apply, please submit your **complete application packet** via email to:
edapplication@medicaidforeducation.org

Your application must include the following (all in a single email):

1. **Cover Letter** – Describe your interest and qualifications for the role.
2. **Resume** – Detail your relevant professional and academic background.
3. **Writing Sample** – 3–5 paragraphs in response to the prompt:
“Describe the interplay between health and education in schools, as you understand it.”

Finalists will be asked to submit professional references and complete a background check.

NAME is an equal opportunity employer and encourages applications from individuals of diverse backgrounds and lived experiences.

TIMELINE

- Application Window: January 23 - February 9, 2026
 - Initial Interviews (Virtual): Late February
 - Second Round of Interviews (Virtual): Early March
 - Final Interview (Virtual): Mid-March
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QUESTIONS?

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