



POSITION PROFILE:

Chief Executive Officer

Georgia Pharmacy Association

GPhA's Board of Directors seeks candidates for the position of Chief Executive Officer, to assume the role Winter 2023.

The Organization:

- The Georgia Pharmacy Association is the voice for pharmacy in Georgia, representing all pharmacy practice settings. GPhA is a 501(c)(6) not-for-profit trade association representing more than 1,400 licensed pharmacists, 300 student pharmacists, and 400 technicians. Legislative and political advocacy on behalf of its members and the patients they serve is the organization's primary competency. The organization also provides education, information services and business tools/resources for its members.
- GPhA has two affiliated entities, the Georgia Pharmacy Foundation and a political action committee, PharmPAC of Georgia.
- The Board's broadest statement of purpose defines GPhA's purpose and intended role as a membership association: *GPhA exists so that its members enjoy an environment necessary for professional success (with results optimizing value for members' dues and fees)*
- Located in Sandy Springs, Georgia (Atlanta Metro Area), GPhA currently has a staff of 12 (including 3 contractors and 3 remote employees) and an annual operating budget of \$2.6 million.
- Websites: www.gpha.org / gphabuzz.com

Primary Initiatives:

The Board seeks a dynamic, visionary candidate to drive organizational strategy. Key near-term priorities include:

- Laser-like focus on achieving legislative advocacy priorities (leveraging coalitions with like-minded organizations).
- Continuing membership growth.
- Identifying new sources of non-dues revenue to fund organizational initiatives.
- Maintaining GPhA's brand, including print, online and stakeholder interfaces.
- Enunciating a strong member value proposition that includes tangible services along with the protections. GPhA's legislative and political advocacy work affords its members.

The Position of CEO:

GPhA's CEO reports and is accountable to an 11-member volunteer Board of Directors directly elected by the membership. The Board of Directors meets six times per year. The Board utilizes "Policy Governance" principles as its

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basis for delineating and clarifying the respective roles, responsibilities and accountabilities of the CEO, as well as the Board and its members, officers and committees. The Board is GPhA's policy and standard-setting body, representing the interests of GPhA's membership in determining and codifying written performance expectations. *These are set forth in four categories of governing policies:*

- ENDS: Statements of "results expectations" setting forth priorities in terms of benefits for, and outcomes on behalf of, GPhA's membership.
- MANAGEMENT LIMITATIONS: Parameters of authority within which the President & CEO is empowered to manage the operating organization.
- GOVERNANCE PROCESS: Clarify the board's own job methods/standards for carrying it out.
- BOARD-MANAGEMENT DELEGATION: Describe the Board's relationship with the operating organization, including delegation to and accountability of the CEO, as well as process/systems by which the Board assesses its own performance.

The Board of Directors consults with the CEO and others in determining and annually assessing its governing policies.

CEO's Key Responsibilities:

Board of Directors: Reports to and works closely with the Board, its officers and committees.

Policy: The Board holds primary responsibility for setting the Association's vision and strategic direction, with the President & CEO responsible for developing operational/business strategy, planning and programming. The individual will work closely with the Board to stimulate and inspire the Board's thinking and decisions about the ways the Association can increase its value/benefits to its membership.

Authority: The CEO oversees all day-to-day operations and staff, in a manner consistent with the standards set forth in the Board's Ends and Management Limitations policies.

Finances: Develops business/operational plans for the Association. Manages budget and actual financial condition in a manner consistent with clearly articulated board policies. Ensures financial sustainability, and that financial reporting is accurate and timely, with appropriate financial controls in place.

Staff: Leads the Staff in setting integrated goals/plans/programs in support of the Ends/results priorities. Directs staff programs/activities, ensuring that competent and motivated individuals are in place, as is a staff structure and culture that is focused on and responsive to the needs of GPhA's membership.

Member Relations: Publicizes GPhA programs/products/services to members and, as appropriate, other constituents. Maintains effective two-way communications with the membership, with recognition of diversity pharmacy practice settings and needs.

Legislative Advocacy: Maintains GPhA's credible presence as a "go-to" resource for industry-related issues among legislators and public policy makers, advocating for positions favorable to the interests of GPhA's members. Identifies industry partners in coalitions to achieve GPhA public policy goals. Manages the political action committee and maintains its consistent messaging and funding. (Note: While legislative advocacy and political expertise are essential in this role, the CEO is not the association lobbyist. GPhA employs a highly competent and respected advocacy team to represent us at the Capitol. The CEO will oversee legislative and political strategy, however, and supervise that team.)

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Stewardship: Ensures the Association is run in accordance with applicable laws and regulations, ensuring the Board is informed of the conditions of the Association.

Relationships: Places a high priority on developing and maintaining relationships and coalitions with other associations and organizations, both public and private, as are desirable or necessary to accomplish the strategic ends of the Association. This includes, but is not limited to, the following organizations:

American Pharmacists Association
National Community Pharmacy Association
National Alliance of State Pharmacy Associations
Georgia State Board of Pharmacy
Georgia Medical Composite Board
Georgia Association of Chain Drug Stores
Georgia Association of Health-Systems Pharmacists
Georgia Chapter American Society of Consultant Pharmacists
Georgia Department of Community Health
Georgia Department of Public Health
Georgia Food Industries Association
Medical Association of Georgia
The four schools of pharmacy in Georgia
Corporate leadership in Community Retail Chain Pharmacies with a presence in Georgia

CEO Candidate Profile:

The ideal candidate will have the following combination of qualifications and attributes:

- Education: Bachelor’s degree required. Advanced degree and/or Certified Association Executive (CAE) certification is preferred.

- Primary Competencies Required:
 - Demonstrated experience as a visionary leader and driver of organizational strategy.
 - Commitment to understanding and supporting the Board’s governance structure.
 - A dynamic and positive “servant leader” with proven collaboration and team-building skills.
 - Excellent communications skills both written and verbal.
 - Demonstrated experience and success in guiding legislative advocacy processes.
 - Understands technology applications relevant to membership associations.
 - Highest ethical standards.

- Experience & Qualifications: Ideal candidates should have a background in the healthcare field, and at least 3 years of trade association or related industry experience, with a minimum 5 years of experience in a supervisory/management position. Experience and background in the healthcare field a plus. In addition:
 - Strong management experience in trade shows, educational and certification programs.
 - Proven success in selecting/retaining/leading management staff.
 - Has developed and implemented strategic business plans.
 - Strong skills in budgeting and financial management, with substantive budget oversight experience.
 - Demonstrated effective communications/relationship building with members, professional colleagues and affiliated organizations.
 - Positive experience in working with/being accountable to a governing board.
 - Proven track record in organizational skills, being accountable to meet deadlines and be responsive to diverse constituencies.
 - Strong public speaking skills/presence

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- Qualities and Attributes:

- A dynamic and articulate leader who understands, embraces and articulates GPhA’s role and purpose, and effectively communicate same to staff, members, media and other stakeholders.
- Committed to timely, thoughtful and honest communications.
- An effective “thought leader” and excellent listener, able to handle diverse personalities.
- Able to gracefully “take charge” yet readily accept direction from the Board.
- Able to elevate the association and its elected leaders rather than himself/herself.

Compensation and Benefits

A competitive compensation package for similar state-level associations in Georgia with typical non-profit executive level benefits will be negotiated with the selected candidate. Prospective salary range is \$150,000 to 195,000 depending on experience.

Selection Process:

Interested candidates should send a letter of interest and resume’ to the contact below (via email or hard-mail) no later than September 18, 2023.

SEARCH MANAGED BY:

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