

## Position Title

Executive Director, Oregon State Pharmacy Association

## Position Location

Greater Portland, OR Metropolitan Area

## Position Type

Contracted/Full-time



## Introduction

The Oregon State Pharmacy Association (OSPA) is requesting proposals from individuals or an organization to perform Executive Director services. Services will be defined by the OSPA President and Board of Directors as outlined below. The resulting contract will be for one year with the option to renew by mutual agreement of both parties.

## About

OSPA was founded in 1889 as a professional trade association representing pharmacists, pharmacy technicians, and student pharmacists across all practice settings. Members have a common goal to advance the practice of pharmacy through advocacy, leadership, and professional development, and thereby improving the health of fellow Oregonians. The association is a 501 (c)(6) organization and has approximately 700 members.

OSPA advocates on behalf of pharmacists before the state legislature, state agencies, Congress and collaborates with other health care stakeholders. OSPA provides a wide range of services to both employee and owner member pharmacists, including continuing education opportunities and advanced practice programs. Part of OSPA's mission is to provide practicing pharmacists with information on the latest developments and trends that affect the profession, both locally and nationally.

## Mission

Leading Pharmacy, Advancing Healthcare | Educate ~ Advocate ~ Empower ~ Engage

## General Responsibility & Scope of Services

The Executive Director is responsible for developing vision, managing operations, and providing visible leadership for the association consistent with the strategic plan, goals, and governing policies established and approved by the OSPA Board of Directors.

### *Leadership and Vision:*

- Guide the association's strategic planning process and be responsible for maintaining continuity and consistency across OSPA programs and operations.
- Report and be accountable to the Board of Directors on the status of OSPA's strategic plan, goals, and objectives.
- Craft and implement a membership development, promotion, and retention plan.
- Develop and implement strategies to diversify the revenue streams for the organization.
- Cultivate relationships with other state associations to identify best practices to improve organizational function.
- Represent and advocate for OSPA with national pharmacy organizations.

*Governance and Administration:*

- Assist and advise the association's leadership.
- Assure professional and effective association operations.
- Conduct all day-to-day management of operations, including planning, organizing, directing and coordinating staff and volunteers, meetings, programs, and activities.
- Uphold all directives as specified in the approved constitution and bylaws.
- Serve as the primary staff for meetings of the Board of Directors, Executive Committee, and other committees including logistical planning, communications, agendas and other meeting materials, and on-site assistance.
- Maintain archival records and property for the organization.
- Manage all vendor and affiliation relationships.
- Serve as the Accreditation Council for Pharmacy Education (ACPE) director and/or oversee contract with an ACPE provider and ensure compliance with all policies and procedures.

*Financial and Legal:*

- Report and be accountable to the Board of Directors on the status of OSPA's legal and financial integrity.
- Maintain a financially viable organization while adhering to all financial policies and directives.
- Oversee the development of annual budgets, monthly financial reports, and financial projections.
- Oversee all fundraising efforts and corporate vendor endorsements.
- Assure all legal and financial reports are accurate, audited annually, and government reports are filed in a timely manner.
- Assure OSPA is compliant with state and federal regulations.

*Communication and Advocacy:*

- Promote and facilitate communication between the President, Board of Directors, committees, and membership.
- Promote OSPA membership as the key voice for pharmacy in Oregon.
- Promote OSPA as the representative of the profession to the public, state, and local government.
- Represent OSPA with pharmacy stakeholders (e.g., OSHP, Board of Pharmacy, Colleges/Schools of Pharmacy, Oregon Pharmacy Coalition).
- Maintain relationships with Oregon State University/Oregon Health & Science University College of Pharmacy and Pacific University School of Pharmacy.
- Communicate national and state health care issues that could impact the practice pharmacy to the President, Board of Directors, and membership as appropriate.
- Serve as the editor of all association publications and website.
- Prepare all association external communications.
- Develop and manage a social media strategy.

*Other:*

- Travel throughout Oregon (up to 25% time commitment).
- Attend legislative activities and events.
- Attend membership development/retention activities and events.
- Travel to an anticipated two to four national meetings annually.
- Flexibility to work weekends and evenings as programming requires.

## Qualifications

The Executive Director should possess the following:

- A bachelor's degree in business or healthcare administration, public health or similar field. A pharmacy and/or master's degree (PharmD, RPh, MBA, MHA, MPH) is preferred, and Certified Association Executive (CAE) credential is encouraged.
- At least 5 years of work experience in complex organizations, with demonstrated success in leading, planning and organizing operations.
- Exceptional organizational leadership, communication, and technology skills.
- Knowledge of legislative and regulatory processes and ability to organize and lead advocacy efforts.
- Experience with developing and implementing strategic planning initiatives.
- Financial management and basic accounting skills including knowledge of budgeting and tax liabilities.
- Availability for occasional professional-related travel.

## Proposal Evaluation Process & Selection Criteria

Proposals will be evaluated based upon, but not limited to, the ability of the proposed Executive Director to perform the stated scope of services expeditiously and competently. Emphasis will be placed on the demonstrated understanding of the organization, its purpose and responsibilities, geographic location of the proposed Executive Director, and cost of the proposal.

Proposals will be reviewed by the OSPA Executive Director Search Committee. Interviews will be scheduled shortly after the individuals/organizations selected for interviews are notified. The OSPA Board of Directors will vote to determine the award of the contract. OSPA reserves the right to reject any proposal which does not conform to the instructions herewith. Additionally, OSPA reserves the right to negotiate all final terms and conditions of any agreement entered into. Nothing in the Request for Proposal shall be deemed to commit OSPA to engage in the contracting of the Executive Director. Applicants will commit to criminal, civil and credit background checks.

## Request for Proposal Format

The respondent shall provide a clear, concise response to the scope of service requirements set forth above as well as a professional profile of the proposed Executive Director. See INSTRUCTIONS FOR PROPOSERS for format and details. The respondent will disclose any professional or financial conflicts of interest in representing OSPA.

Completed proposals must be submitted no later than April 15, 2019 and shall be emailed to [info@oregonpharmacy.org](mailto:info@oregonpharmacy.org).

For more information on OSPA, please visit: [www.oregonpharmacy.org](http://www.oregonpharmacy.org) or find us on Facebook, LinkedIn, Instagram or Twitter.

## INSTRUCTIONS TO PROPOSERS

All proposals should follow the format described below. Additional sections or subsections may be added.

### **CANDIDATE CONTACT INFORMATION:**

Include name, title, address, email, and phone number.

### **EXECUTIVE SUMMARY:**

Introduce yourself, basic qualifications, motivation for applying, and a brief summary of what you can offer our association for executive director services.

### **SECTION 1. Experience**

Expand on experience relevant to association management and executive director responsibilities. The Executive Director candidate should attach a CV separately.

### **SECTION 2. Proposal for Services**

Describe the services you will provide for executive director addressing specifically items listed under General Responsibility and Scope of Services. You do not need to expand on every line item, but all must be included if you are agreeing to provide.

### **SECTION 3. Excluded Services**

List any restrictions or services you would not be willing or able to provide under this proposal.

### **SECTION 4. Office Description and Security**

The Executive Director will need to provide their own office space. Describe the capabilities of your office, i.e. high speed Internet, cell reception, fax, scanning, copying, file storage, etc. Describe how you will maintain security of association documents and property.

### **SECTION 5. Fee Proposal**

Provide a lump monthly service fee. Clearly define what services are included and excluded from this fee. If there are additional services you may offer, please provide a listing of these services with unit costs.

### **SECTION 6. Conflicts of Interest**

Declare any financial or professional conflicts of interest.

### **SECTION 7. Other Information (optional)**

You may provide other pertinent information you deem appropriate to confirm your qualifications for this work. Photographs, awards, letters of reference, examples of work are types of information that might be considered desirable.