



## POSITION DESCRIPTION

### **Executive Director – Maryland Health Benefit Exchange**

<b>Location:</b>	Baltimore MD
<b>Type of Position:</b>	Direct hire
<b>Salary:</b>	\$153,027.00 - \$256,866.00 per year
<b>Reports To:</b>	Board of Trustees

**SUMMARY:** ATHENA Consulting is an award-winning temporary staffing, direct hire and executive search firm. We are conducting a nationwide search for the Executive Director/Chief Executive Officer of the Maryland Health Benefit Exchange (Exchange). This high-profile position, reporting to the Board of Trustees, is responsible for the strategic direction, leadership, and oversight of the Administrative Services, Financial Management, and Information Technology areas of the exchange, which enrolls more than 150,000 QHP members and more than 340,000 Medicaid members per year.

#### **NECESSARY SKILLS & QUALIFICATIONS:**

- Bachelor's Degree required.
- Master's Degree in Public Health, Public Administration, Business Administration, Public Policy, J.D., or equivalent strongly preferred.
- Requires 10 years high-level experience in the health insurance industry (private or public) and/or with health insurance-related policy development, with significant knowledge of Maryland and the Affordable Care Act and health care delivery system trends and issues.
- Significant leadership experience.
- Demonstrated understanding of the importance of creating an organized, transparent marketplace for Marylanders to purchase affordable, quality health care coverage, to claim available federal tax credits and cost-sharing subsidies, and to meet the personal responsibility requirements imposed under the Affordable Care Act.
- Extensive experience with Medicaid policy and financing.
- Knowledge of the state legislative and budget processes and with fiduciary responsibility for public funds.
- Strong management and interpersonal skills and a commitment to fostering a team environment; strong public speaking and writing skills.
- Experience with the media and government relations, and making decisions in the public spotlight.
- The ability to manage and work within a very fast-paced, quickly evolving organization and to steer and track multiple, complex priorities.

## **ESSENTIAL FUNCTIONS:**

- Direct, administer, and manage the operations of the Exchange.
- Provide leadership and direction for formulating the Exchange's strategic objectives and bring them to the Board for input, discussion and decision.
- Develop and maintain effective relationships and communication with key stakeholders and the Executive and Legislative branches of federal and state government.
- Oversee the entirety of the Exchange's activities, working closely with the organization's senior managers, staff and Board to define and execute the Exchange's mission.
- Ensure compliance with applicable state and federal legal and regulatory requirements, including public meeting laws, federal expenditure requirements, and state personnel policies.
- Assemble and retain a high-performing staff, determine scope of staff responsibilities, and facilitate staff cooperation on cross-agency policy and operational initiatives.
- Represent the Exchange Board, its mission and programs at national, state, and local meetings and forums, in the media and at legislative hearings.

## **HOW TO APPLY:**

Please email your resume to Lisa Davis at [ldavis@athenajobs.com](mailto:ldavis@athenajobs.com) to be considered for this opportunity.

Athena Consulting, LLC is an Equal Opportunity Employer (EOE).