



# National Alliance of State Pharmacy Associations

Executive Vice President & Chief Executive  
Officer

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## Position Overview

The National Alliance of State Pharmacy Associations (NASPA) seeks an innovative, experienced executive to serve as its new Executive Vice President & Chief Executive Officer (CEO). The new CEO will have the opportunity to grow an organization and to further position NASPA in the pharmacy and healthcare association sector.

As a 501c6 tax-exempt membership organization, NASPA is committed to serving the interests of state pharmacy associations by supporting and enhancing the collaborations between and among them. NASPA's next CEO will serve as a partner to the Board of Directors, providing both the strategic mindset and managerial expertise needed to meet the expanding needs and expectations of members — and those they serve — in this increasingly demanding healthcare environment. The CEO will oversee operational activities, support and empower a staff of 7, and manage a budget of \$1.3 million, in addition to leading NASPA's Association Management Company. As the face of NASPA, the CEO will be expected to have the dynamism, confidence and presence needed to maintain close relationships with important allies and stakeholders, notably other pharmacy related organizations. This is a remote position that will require approximately 20% travel.

## Key Responsibilities

### Influence and Relationship Building

Promotes higher visibility of NASPA and the work of state pharmacy associations with the public, government officials, academic institutions, related industry, thought leaders and other stakeholder organizations while staying informed and up to date in matters involving pharmacists' practice, the pharmacy profession and patient care activities.

- Represents NASPA to key stakeholders to enhance NASPA's public image, in conjunction with the President and the Board.
- Acts as a key spokesperson for NASPA, in collaboration with the President, contributing to a positive external reputation.
- Interacts with the state pharmacy association leaders to understand their needs, maximize engagement, and promote member satisfaction.
- Positions NASPA as the leader in supporting state association advocacy efforts.
- Pursues opportunities to increase influence with, cultivate relationships with, and serve as NASPA representative to state and national pharmacy associations, NASPA affiliate-member businesses, federal agencies and industries related to or effecting the pharmacy professional and patient care.
- Ensures the development of an annual advocacy agenda to promote awareness of the essential work of state pharmacy organizations.

### Strategy Development and Execution

Provides forward-thinking leadership in the development and execution of organizational strategy.

- In conjunction with the Board of Directors, articulates and leads a clear vision for NASPA and provides recommendations for implementation of the new strategic plan.
- Creates and implements operational/business development plans aligned with the strategic plan that will achieve established goals and promote the future relevancy of NASPA.
- Identifies new opportunities and/or challenges and recommends action to the Board of Directors to position the organization to sustainably grow and thrive.
- Secures grants as well as sponsorships for projects, programs and activities that are consistent with NASPA's objectives.

## **Governance**

Engages and works in collaboration with the Board of Directors on matters of governance, mission, vision and strategy. Serve as a non-voting, ex-officio member of the Board of Directors.

- Works with the President to develop Board meeting content and agendas, leadership orientation and governance activities.
- Actively assists the Board of Directors in identifying key emerging issues and implementing future direction as established by the Board.
- Provides expertise and guidance in the governance of nonprofit organizations.
- Maintains awareness of governance, legal and financial reporting requirements for 501(c)6 organizations and provides guidance to the Board.
- Provides communications to the Board of Directors keeping them informed of key activities as well as on the condition and operations of NASPA.
- Serves as Secretary/Treasurer on the Alliance for Patient Medication Safety Board of Directors.

## **Association Management and Oversight**

Directs the operational activities of NASPA, ensuring that the organization is capably staffed and effectively organized to meet or exceed established goals.

- Ensures the organization's fiscal health, integrity, and compliance with applicable laws.
- Develops, implements, and effectively manages NASPA's annual budget and operating plan.
- Leads and continues to develop the organization's staff team; inspires and empowers staff in their roles.
- Cultivates cross-division collaboration and fosters a culture of integrity, teamwork, transparency and results, and embodies the principles of Diversity, Equity and Inclusion (DEI) to ensure staff are engaged and functioning at an efficient, effective and progressive level.
- Maintains an understanding of legal issues in the management of nonprofit organizations and ensures legal compliance and appropriate risk management.
- Executes contracts, agreements, and commitments for and on behalf of NASPA in accordance with the terms of the employment contract and commitment authorization policy.
- Maximizes operational efficiencies, with a focus on meeting deadlines and exceeding expectations through accountability with respect to all programmatic activities of NASPA.
- Ensures policies and procedures are up to date and in compliance with applicable federal and state laws.

## **Membership**

- Interacts with the membership to understand their needs, maximize engagement, and enhance member satisfaction.
- Encourages membership recruitment, retention and engagement by strengthening NASPA's relevance for members, improving communication, building enthusiasm and enhancing members resources.
- Meets the wide ranging needs of a diverse membership, including state associations who are struggling to thrive.
- Develops membership engagement strategies that incorporate the values of Diversity, Equity and Inclusion.
- Creates a culture that promotes and supports membership involvement, through volunteering for committee lead roles and other opportunities.
- Maintains and increases high touch point service for members including association management and policy, grassroots and regulatory resources.

- Plans and conducts the annual membership meeting and conferences in conjunction with staff and leadership.
- Works to formalize services included in membership benefits and what services are offered through NASPA's AMC.

## Qualifications and Experience

NASPA is looking for a visionary and transformational leader with:

- A minimum of 10 years of senior-level executive management experience.
- Experience working in a healthcare environment and/or association.
- A champion of Diversity, Equity, Inclusion.
- Knowledge of finance, budgeting, marketing, and not-for-profit governance.
- Politically savvy with experience dealing with a competitive association and advocacy environment.
- Strong communication skills including but not limited to verbal, written, public speaking, and listening with the ability to communicate complex concepts and issues.
- A proven team builder with a staff management style that mentors, develops, leverages, and values all members of a team.
- Leadership and management experience in a remote work environment.
- Experience in developing the strategy that drives an organization's membership engagement, including focusing on ensuring that the members see value in an organization.
- Entrepreneurial mindset and experience in creating a more significant impact with available resources.
- Proven experience in strategic planning, setting annual goals, execution, and accountability for results.
- A Certified Association Executive (CAE) designation is desirable.

## Measures of Success

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the CEO and the NASPA Board of Directors. At a minimum, the Board of Directors expects that the CEO achieve the following at the end of the first year of employment:

- Foster a smooth transition of leadership, with the CEO establishing relationships with the NASPA Board of Directors, members, and staff and providing regular and effective communication.
- Finalize Strategic Plan with the Board of Directors and begin to provide metrics to gauge success and challenges.
- Develop collaborative relationships with external stakeholders including other national pharmacy organizations.
- Develop an organizational culture that is welcoming to all, member centric and where transparent communication is valued.
- Works to mentor staff to ensure they are engaged and functioning at an even more efficient, effective and progressive level.

## The Organization

The National Alliance of State Pharmacy Associations, founded in 1927 as the National Council of State Pharmacy Association Executives, is dedicated to enhancing the success of state pharmacy associations in their efforts to advance the profession of pharmacy. NASPA's membership is comprised of state pharmacy associations and over 70 other stakeholder organizations. NASPA promotes leadership, sharing, learning, and policy exchange among its members and pharmacy leaders nationwide.

### **Mission**

The mission of NASPA is to enhance the success of state pharmacy associations in their efforts to advance the profession of pharmacy.

### **The Vision of NASPA**

Advancing pharmacy through strong state associations.

## Digital Presence

**Web** <https://nasma.us/>

**Facebook** <https://www.facebook.com/100070207265883/wall/>

**Twitter** <https://twitter.com/StatePharmacy>

**LinkedIn** <https://www.linkedin.com/company/64593952/>

## Search Information

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# Vetted Solutions

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Vetted Solutions is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

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