**REQUEST FOR SERVICES: EXECUTIVE DIRECTOR, WYOMING PHARMACY ASSOCIATION (WPhA)**

**WPhA MISSION:**

The Wyoming Pharmacy Association’s mission is advocating, educating, and connecting to improve the health of Wyoming citizens through the advancement of pharmacy. The mission is achieved through proposal of legislation, professional education, lobbying, professional networking, and to protect both the profession of pharmacy and the professional practicing in the state of Wyoming.

**SUMMARY OF RESPONSIBILITIES**

The Executive Director is responsible for managing the operations and representing the perspective of the Association. The Executive Director reports directly to the Board of Directors, and follows the strategic direction set forth by the Board. As an independent contractor, the Executive Director serves at the Board of Directors pleasure.

The Executive Director shall administer the affairs of the Association in accordance with the By-Laws of the organization and is subject to the policies and directives of the Board of Directors.

The general services include the following:

* Management of Association operations
* Fiscal oversight and compliance, including operating within the annual budget
* Membership recruitment
* Membership communications including serving as editor of the newsletter
* Plan the Association’s convention and conferences
* Participating in and executing the strategic plan
* Fundraising
* Public relations and advocacy

**Management:**

Oversees current Association activities and the development of new initiatives and revenue streams

Serves as the primary point of contact for the Association and forwards inquiries to the appropriate board member or committee as needed/required.

Produces the Association newsletter

Maintains membership database and collection of dues

Coordinates annual convention and technician conference with the Board of Directors and Convention Committee. Additional conferences may be approved by the Board.

Manages and oversees the Association’s website and social media pages, in cooperation with the Secretary.

Oversees the development of the membership recruitment program and membership retention programs and reports pertinent statistics to the Board of Directors

**Public relations and advocacy:**

Promotes and enhances the Association’s public image

Attends other healthcare association or related meetings when appropriate

Acts as liaison between the Wyoming Board of Pharmacy and the Association

Keeps current with state and national legislative activities and represents the Association perspective as appropriate

Attends Wyoming legislation hearings with pharmacy implications, supported by the Board of Directors, and develops/prepares for professional testimony

**Financial and Accounting:**

Works with the Treasurer to develop, maintain, and operate within an approved annual budget. Assures proper accounting controls, including annual financial audit with at least one non-board member. The audit is presented to the Finance Committee and presents findings to the Board of Directors.

Manages financial investments with some advice from outside CPA and Association’s account Broker

Informs the Board of all financial needs and presents disclosures

Files necessary taxes and reports through the Association CPA

**Board Relations:**

Notifies the Board of Directors regarding the Association’s interests, issues, or legal concerns

Notifies the Board of Directors of all managerial activities and of all major public relations initiatives

Assists the President to schedule and hold effective and efficient Board meetings, usually on a monthly basis.

Assists the Committee chairs to schedule and hold effective and efficient committee meetings

Presents a verbal report of the Executive Director activities at each board meeting

Investigates and provides follow-up on the Board of Directors inquiries, when needed

**Other:**

Travel to 1-3 Association events annually.

Travel for membership recruitment if/as necessary

Travel for testimony at the state legislature or the Board of Pharmacy, when necessary

Travel to other pharmacy and healthcare meetings as necessary

Flexibility to work weekends and evenings as required for programming, as necessary

**Required Qualifications:**

Bachelor’s degree or equivalent education and experience.

Demonstrates skills in areas including financial management, strategic planning, project management, and has a general understanding of the healthcare system. Basic skills with digital and social media tools necessary. Willingness to work with technology. Proficient in the use of communication technology such as Zoom or Microsoft Teams (Preferred)

Demonstrates an understanding and passion for the legislative process

Experience in some type of management position or organizational leadership

Demonstrates clear and compelling written and oral skills. Services are provided in a time-efficient manner. Effective collaboration with others is essential.

**Application Requirements:**

Please send a letter of interest that includes services to be offered and a bid for such services; as well as a resume/ curriculum vitae and three references to WPhA Executive Committee at joyohnstad@gmail.com. Application Deadline is May 15th. Vetting and interviews to be scheduled prior to WPhA convention June 25-27, 2021.

**Contact:**

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Wyoming Pharmacy Association

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