



## Chief of Staff

### Mission of our Organization

NPA's mission is to provide leadership and support for the growth, innovation, quality and success of the Programs of All-Inclusive Care for the Elderly (PACE) model of care.

### What We Seek

Reporting to the CEO, the Chief of Staff acts as a trusted advisor and partner in overseeing the strategic plan, managing corporate governance, managing ad hoc strategic projects, and responding to member informational inquiries for technical assistance. The Chief of Staff functions as an extension of the CEO, maintaining a day-to-day leadership presence and collaborating across the organization. The COS develops the organization wide workplan and ensures alignment with the organization's strategic initiatives. Partnering with the senior leadership team, the Chief of Staff develops performance metrics, tracks, and reports workplan progress. The Chief of Staff is also a subject matter expert and provides consultative support to external stakeholders regarding the PACE model of care.

### Sample Responsibilities

- » Leads change management efforts, identifying and removing barriers to transformation and growth.
- » Partners with the CEO, Board, and senior leadership team to oversee the strategic plan and implements new processes and approaches to achieve it.
- » Collaborates with leaders to develop strategic thinking and planning skills.
- » Manages all corporate governance activities, including functioning as the Corporate Secretary (i.e., agendas, minutes); managing board, Executive Committee and Nominating Committee meetings; and coordinating the board elections/committee appointments processes;
- » Leads the association's preferred vendor program, including identifying new vendors, responding to member issues and serving as the vendor liaison;
- » Organizes and facilitates senior leadership team meetings;
- » Drafts internal staff communications and external communications to members on a variety of topics;
- » Leads short and long-term, cross-functional strategic projects and presents regular updates to the CEO;
- » Responds to member informational inquiries for technical regarding the PACE model of care.

### HIPAA

This position is not authorized to access and view protected health information (PHI).

## Knowledge, Skills and Abilities

- » Advanced knowledge of the PACE model of care and NPA member needs.
- » Solid understanding of business operations and strategies
- » Excellent judgement and analytical skills to analyze complex situations and information
- » Outstanding verbal, written, and presentation communication skills
- » Superior organizational and project management skills
- » Strong interpersonal, collaboration, information sharing and problem-solving skills
- » Proficient in Microsoft Office computer applications
- » Flexibility and an interest in working on a diverse range of issues and activities
- » Ability to work in a fast-paced environment with strong external factors shaping emerging priorities.
- » Ability to work independently, establish timeframes, meet deadlines and make recommendations.

## Requirements

### Education

- » Bachelor's degree from accredited university in business administration or related field; Or equivalent combination of education, skills, and experience.
- » MBA or Master's degree in a relevant specialization preferred.

### Experience

- » 8 years of progressively responsible work experience with senior leadership, involving strategy execution, program management and/or business operations.
- » 5 years of experience with the PACE model of care preferred.

## Working Conditions

Flexible, fully remote work arrangement or telework, offered; proximity to Washington, D.C. area preferred. Small, fast paced team environment with moderate noise levels. Normal sitting and standing activities for an office environment. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars.

## Compensation and Benefits

- » Full-time, exempt position with competitive salary based on experience and qualifications.
- » Excellent benefits package; NPA pays 100% of the employee's premium for Medical (HMO and HSA; PPO paid at HMO rate), Dental, Vision, Short-Term and Long-Term Disability coverage, AD&D coverage, and Long-Term Care coverage.
- » Retirement savings plan
- » Generous paid time off program

## To Apply

Please submit a cover letter and resume at the link below.

### Apply Now

**Applications should be submitted by March 22, 2024.** Due to the large volume of resumes expected to be received, only those candidates selected for an interview will be contacted.

If you need assistance or accommodations submitting your application materials, please contact us at [hiring@npaonline.org](mailto:hiring@npaonline.org).

## NPA is an Equal Opportunity Employer

*NPA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage applicants from underrepresented groups to apply.*