



## **Now Hiring!**

### **Chief Executive Officer NM Coalition for Healthcare Value Part-time, Remote**

**Are you passionate about employee healthcare?**

**Are employee healthcare benefits your background?**

**Submit your resume and a cover letter to: [swilson@nmhealthcarevalue.org](mailto:swilson@nmhealthcarevalue.org)**

#### Outline of General Duties of Chief Executive Officer

The Chief Executive Officer's job duties shall include the following, as well as any additional duties established by the Board of Directors of the New Mexico Coalition for Healthcare Value collectively referred to as the "Board":

1. Reports to the Board and implements the policies and directives of the Board.
2. Provides executive leadership to formulate organizational goals, establish operational objectives, and implement operational and financial plans within Board approved established budgets.
3. Serves as a community leader with business associates to impart confidence, respect and support of the Coalition's goals, programs, and activities.
4. Meets regularly with the President to review operational, financial, and strategic business activities.
5. Prepares annual Coalition budget, approves all operational expenditures, manages cash and banking transactions, reviews and analyzes monthly financial statements, projects and reports expenditure and revenue forecasts for current and future fiscal years.
6. Schedules, organizes, and presents agendas at quarterly board meetings, quarterly membership meetings, and annual membership meetings and reports on all business and financial activities of the Coalition.
7. Sustains Coalition employer/purchaser memberships, seeks and recruits new members and meets as necessary with employer member representatives.
9. Seeks grants on behalf of the Coalition to sustain and facilitate disease management programs, educational activities, and other aligned efforts.

10. Develops and implements new programs as approved by the Coalition's Board of Directors.
11. Recruits, hires, and supervises all employees and contractors and enforces rules and regulations, which shall be kept current and compliant with federal and state employment practices.
12. Organizes, facilitates, and provides leadership for all Coalition activities.
13. Represents the Coalition with the National Alliance of Healthcare Purchaser Coalitions and engages in National Alliance activities and committees.

The New Mexico Coalition for Healthcare Value is a 501 (c) 3 nonprofit that focuses on helping employers navigate the employee healthcare benefits space. The Coalition is employer-led, but multi-stakeholder and engages in the community to advocate for transparency in price and quality. Learn more at <http://nmhealthcarevalue.org>