



Executive Director Part-Time

The Central Penn Business Group on Health (CPBGH) is seeking a talented professional to help foster the organization's mission and support continued growth, sustainability and relevance. This position offers a flexible part-time schedule (25 hours/week) and periodic remote work opportunities.

The CPBGH exists to promote the continuous improvement in the quality and cost of healthcare for our member companies, their employees and covered dependents. CPBGH is a collaborative organization focused on providing a forum and a voice for the business community on healthcare through collaboration among stakeholders.

Position provides leadership and direction for the execution of the tactics necessary to achieve the goals and strategic outcomes identified by CPBGH's Board of Directors, committees and members. Align and utilize the resources available to CPBGH to fulfill its mission.

Responsibilities:

- Have knowledge and awareness of trends, resources, legislative impacts etc. that influence the quality and cost of employer sponsored healthcare benefits in our region.
- Foster relationships with healthcare stakeholders, including: providers, insurers, legislators, other coalitions, community partners, and state and national associations to enhance the influence and effectiveness of the organization.
- Facilitate and communicate all activities of CPBGH to its Board, committees, members and other interested groups through minutes, newsletters, position statements, press releases and other publications as appropriate.
- Prepare an annual budget for the organization for review and approval by the Board of Directors.
- Conduct an annual strategic planning process for all CPBGH initiatives, events and activities and report to the Board monthly on progress towards the goals.
- Conduct regular CPBGH standing committee meetings and lead the planning and preparation for initiatives and events developed by each committee.
- Promote membership in CPBGH within the designated service area with the goal of increasing membership and engagement.
- Develop the tools and resources needed by members so they can continue to offer high-quality, cost-effective care.
- Provide support for the execution of all CPBGH programs and events, including content, logistics, sponsorships and promotion.
- Perform all necessary tasks to ensure smooth operation of the organization, including the supervision of staff and/or interns.
- Develop and manage all CPBGH Services Corporation Marketplace relationships to ensure growth and stability.
- Represent CPBGH at both the national and state level at professional association meetings and other like gatherings.



Qualifications include:

- College degree or relevant experience with employer sponsored health care benefits
- CEBS designation preferred
- Proven ability to work independently and handle multiple priorities
- Public relations and marketing skills
- Excellent interpersonal and communications skills
- At least two years' experience with health education programs in a community setting
- Competence to set directions/goals/priorities for organization
- Knowledge of current trends, state and federal legislation and local healthcare issues
- Management skills necessary to manage staff and collaborate with the Lancaster Chamber and its affiliated partners.
- Highly proficient with Microsoft Office and general computer skills

Salary will be commensurate with experience and includes a benefits package that includes 401K with match and paid vacation and Holidays.

If interested, please contact Liz Ford, CPBGH Board of Directors Chairperson at lford@high.net.

All inquiries will be treated confidentially.