



## **Job Description**

**Job Title:** Chief Executive Officer

**Reports to:** Board of Directors

### **CEO Role and Responsibilities**

The CEO serves as a strategic visionary and influential leader with the skills, passion and commitment to advance transformative change in support of health care reform. The CEO is to have a deep commitment to a consumer oriented insurance marketplace, an innovative spirit, a collaborative orientation, excellent conceptual abilities, superior management skills, and the financial expertise to ensure a self-sustaining entity.

### **Strengthening Infrastructure and Operations**

- Ensure the delivery of high quality consumer services while managing for current and future growth.
- Oversee the financial management of the organization, including long and short range financial planning to assure sustainability; increase revenue from public and private sources; ensure financial controls and present an annual budget to the Board of Directors; provide regular budget statements and forecast analyses.
- Develop a skilled, knowledgeable, and diverse workforce capable of attaining short and long-term strategies.
- Support and motivate the staff; facilitate cross-department collaboration and strengthen internal communications with staff throughout the organization.
- Create and promote a diverse workforce and a positive environment that supports consistency throughout the organization's operations.

### **Strategic Vision and Leadership**

- Oversee the administration and management of AHCT to meet the mission of the organization to increase the number of insured residents, improve health care quality, and support healthcare reform in Connecticut.
- Cultivate a strong and transparent relationship with the AHCT Board of Directors and its Committees to meet the obligations and effective governance of the organization as defined in the enabling legislation.
- Establish and direct the organization's annual strategic agenda; coordinate the development of new initiatives.
- Provide organizational leadership and guide senior managers responsible for departmental activities toward attainment of strategic goals and objectives.

- Develop and maintain positive relationships and active communication with stakeholders and partners working with Access Health CT to meet its mission and support common goals.

### **Organizational Development**

- Serve as the main spokesperson for the organization through media releases, conference presentations, town hall meetings, seminars and conferences and other opportunities for communicating the activities, goals, and successes of AHCT locally and nationwide.
- Increase and encourage employee opportunities for development and advancement.
- Promote awareness of the need for healthcare and healthcare insurance in order to build a more educated public.

### **Program Development**

- Assure well-planned and timely delivery of programs through new and existing staff and external partnerships.
- Develop and implement standardized policies, procedures, and plans to provide consistent guidance to staff.
- Effectively communicate annual and long-range organizational goals to managers and staff to attain quality results and success meeting objectives.

### **Qualifications**

- Minimum of a BA and MA/MS/MBA/MPA or related advanced degree
- At least 15 to 20 years of overall professional experience
- Thorough knowledge of insurance or healthcare industry
- Prior experience with State quasi-public, governmental, or non-profit organization is desired.
- Significant experience working with or as a member of a Board of Directors
- Fiscal management expertise
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse workforce
- Ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** this is an in-office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Public speaking and presentations to the Board of Directors mandatory. Extensive travel.

**To Apply:** To be considered for this opportunity, please submit your resume and cover letter to the Executive Assistant, Margo Lachowicz at [margo.lachowicz@ct.gov](mailto:margo.lachowicz@ct.gov). The job title of “CEO” should be in the subject line of the email. All resumes will be reviewed by the Executive Search Committee.

**Access Health CT is an Equal Employment Opportunity organization**