



POSITION DESCRIPTION

Title: EXECUTIVE FELLOW IN HEALTH CARE ASSOCIATION LEADERSHIP

Department: EXECUTIVE OFFICE

Reports to: CHIEF EXECUTIVE OFFICER

Employment Status: F/T ☒ P/T ☐ Temporary ☐

FLSA Status: Exempt ☒ Non-Exempt ☐

Location: AMCP Headquarters, Alexandria, Virginia

GENERAL PURPOSE:

The AMCP Executive Fellowship in Health Care Association Leadership is a full-time, year-long, intensive training program that provides a rich, in-depth learning experience for a pharmacist interested in a career in health care association leadership or managed care pharmacy. Working directly with the CEO, COO, and other members of the AMCP leadership team, the fellow will receive collaborative training and professional development in a wide range of association leadership areas, including governance, strategy development and implementation, strategic communications, and operational leadership. The program's scope and learning activities encompass the [certified association executive \(CAE\)](#) domains and content areas.

The Executive Fellow serves as an adjunct member of the AMCP Leadership Team.

Responsibilities and learning activities include:

- Collaborate with the CEO and COO on execution of AMCP's key strategic priorities, including AMCP's commitment to foster a culture of diversity and inclusion and combat health disparities.
- Contribute to planning and participate in the AMCP Annual Leadership Meeting, various committee meetings, and Board of Directors meetings.
- Identify and execute a longitudinal project of the fellow's choice that applies knowledge gained and advances AMCP's mission.
- Contribute to the planning, development, and execution of an AMCP partnership forum.
- Gain an understanding of what it takes to lead an association through rotations with AMCP departments under the guidance of the AMCP leadership team members.
- Contribute to the planning, development, and execution of the AMCP Annual Meeting and Nexus conference.

- Support the mentorship, precepting, and professional development of Advanced Pharmacy Practice Experience (APPE) students.
- Collaborate on the development, dissemination, and data analysis of AMCP member and stakeholder surveys and business intelligence, working with AMCP's membership and business strategies departments.
- As AMCP's first executive fellow, assist in establishing and fine-tuning the program for long-term value and sustainability.
- Serve as an active participant in AMCP's policy and advocacy work, including participating in meetings with members of Congress and the Administration and reviewing and analyzing proposed state and federal legislation and regulations.
- Lead the development of AMCP Where We Stand and/or policy digest statements as assigned.
- Participate in the work of the AMCP Foundation and the Biologics and Biosimilars Collective Intelligence Consortium (BBCIC).
- Represent and serve as a brand ambassador for AMCP at national meetings, conferences, and other venues as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Doctor of Pharmacy degree from an ACPE-accredited school of pharmacy (candidates must have or be scheduled to receive the degree prior to the start date of the fellowship)
- Previous internship or pharmacy-related work experience desirable
- Association involvement and volunteer leadership experience a plus
- Completion of managed care course work and/or related internship experience a plus

SKILLS AND ABILITIES REQUIRED:

- Must have exceptional organizational skills and sharp attention to detail
- Deadline driven with demonstrated ability to effectively plan and prioritize multiple projects and tasks
- Broker of ideas who can effectively problem-solve and evaluate and advocate for concepts and ideas that will support AMCP's mission, value proposition, and operational efficiency
- Written and oral communication and presentation skills that exceed those expected of candidate's peer group
- Proficiency in MS Office suite
- Commitment to advancing the organization's desired culture, which focuses on collaboration, high performance, accountability, respect, and trust.

TRAVEL:

Some overnight travel required.