



## 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. In addition, the fellow gains broad exposure in the areas of regulatory and legislative health policy, professional practice issues, and innovative business and health technologies. The program's scope and learning activities encompass the [certified association executive \(CAE\)](#) domains and content areas.

The Executive Fellow works directly with the Chief Executive Officer, Chief Operating Officer, and other AMCP leaders, and 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, combat health disparities, optimize value and growth, and support the association's members.
- Contribute to planning for, participate in, and present during at least one of the following: the AMCP Annual Leadership Meeting, various committee meetings, and Board of Directors meetings.
- Identify and execute a longitudinal project of the fellow's choice, either internally or with an external partner organization, that applies knowledge gained and advances AMCP's mission.
- Contribute to the planning, development, and execution of an AMCP partnership forum or other thought leadership event or activity.

- Gain an understanding of what it takes to lead an association through collaboration 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.
- Serve as an active participant in AMCP's policy and advocacy work, including engaging in meetings with members of Congress and the Administration and reviewing and analyzing proposed state and federal legislation and regulations to aid in the advancement of AMCP's policy and strategic priorities.
- Apply a data-driven approach to help guide the work of AMCP, including the refinement of strategic priorities, defining of key focus areas, and development of projects and programs.
- Represent and serve as a brand ambassador for AMCP at partner and stakeholder meetings, national meetings, conferences, and other venues as assigned.
- Collaborate with AMCP's Brand, Marketing, and Communications team to support and elevate the AMCP brand through a variety of mediums.
- Assist with AMCP's biannual workforce planning efforts, through the completion of an organizational assessment of workforce and professional development needs, inter-departmental collaboration, and essential products and services offered.
- Participate in AMCP's annual budgeting process, finance and audit committee meetings, and monthly financial review meetings.
- As AMCP's Executive Fellow, further advance and grow the program by assisting with recruitment, marketing and promotion, and continuous improvement activities.
- Support the mentorship, precepting, and professional development of Advanced Pharmacy Practice Experience (APPE) students.
- Participate in the work of the AMCP Foundation and the Biologics and Biosimilars Collective Intelligence Consortium (BBCIC).
- Evaluate existing AMCP programs and processes and provide recommendations for improvement based on best practices and the assessment and unique perspective of the Fellow.

**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 or work 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.