Position Description

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<tr>
<th>Job Title</th>
<th>VP, State Government Affairs</th>
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<tr>
<td>Category</td>
<td>VP</td>
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<td>Level</td>
<td>Senior</td>
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<td>Reports to</td>
<td>Chief Legal Officer</td>
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<td>Date</td>
<td>8/1/2023</td>
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**Purpose Statement**

This position is responsible for advancing the mission, interests, and principles of the North Carolina Medical Society (NCMS) with specific focus on state advocacy, professional relations, and business relations.

This position supervises:
- Manager, Health Policy
- Manager, Payer & Practice Engagement
- Manager, State Legislative Affairs

**Qualifications**

**Experience**
- Experience in non-profit/association political advocacy, legislative advocacy, regulatory advocacy, business relations and membership development.
- Knowledge of healthcare landscape in North Carolina.
- Skill in building and maintaining relationships with members, leadership, business partners and affiliated organizations.
- Ability to collaborate with others in a team-oriented environment.

**Education**

Bachelor’s degree; advanced degree preferred.

**Technology**

Microsoft Office software (Word, Excel, Outlook, PowerPoint). Experience with Blackbaud Raiser’s Edge desirable.

**Key Result Areas**

**Policy Development**
- Lead development of NCMS policy consistent with the strategic plan and priorities.
| Legislative Advocacy                                                                 | • Direct NCMS engagement in state legislative matters and activities, including coordination with NCMS leadership and staff.  
|                                                                                       | • Work with other stakeholder organizations and individuals to advance NCMS legislative priorities.  
|                                                                                       | • Support legislative engagement for the specialty medical societies managed by the NCMS in collaboration with VP, External Affairs and VP, Member Services.  
|                                                                                       | • Build relations with members of the NC General Assembly and state government representatives.  
| Political Advocacy                                                                   | • Support NCMS engagement in political activities, in cooperation with Manager, Political Fundraising and Grassroots Advocacy, including PAC development, candidate education, candidate assessment, participation in campaign events and facilitating member involvement in political activities.  
| Regulatory Advocacy                                                                  | • Engage with state agencies including NC Department of Health and Human Services, the NC Department of Insurance, the NC Industrial Commission, and other government entities that impact health and/or the medical profession.  
| Payer Advocacy                                                                        | • Direct NCMS engagement in payer advocacy, which includes building relationships, engagement on coverage policies, and assisting members in resolving related concerns.  
|                                                                                       | • Coordinate interaction with government (federal and state) and commercial payers and engage in related issues.  
| Team Leadership                                                                       | • Supervise, manage, and motivate direct reports to ensure smooth team operations, effective collaboration, and best application of individuals’ strengths and skills.  
|                                                                                       | • Establish clear and measurable goals for the Department and its individual team members.  
|                                                                                       | • Provide consistent and individualized coaching and performance feedback to direct reports as needed to facilitate task completion.  
|                                                                                       | • Monitor overall Department performance and provide feedback on key performance indicators.  
| Cross-Team Collaboration                                                              | • Educate and engage with staff on state government affairs priorities and advocacy efforts and to identify areas for shared goal accomplishment.  
| Communication Strategy                                                                | • Collaborate with Department team members to plan and develop communication strategies regarding Department initiatives.  
|                                                                                       | • Provide communication collateral to the Communications Department to promote member awareness of Department initiatives.  
| Other                                                                                | • Promote NCMS member recruitment and retention.  
|                                                                                       | • Support other NCMS activities to advance the Society’s mission and principles.  
|                                                                                       | • Support inter-departmental collaboration on NCMS and specialty society activities  
| Strategic Commitment                                                                 | A. Understand NCMS Enterprise vision, mission, goals, and values.  
|                                                                                       | B. Actively promote NCMS Enterprise to members, non-members and other stakeholders.  
|                                                                                       | C. Support an environment that encourages teamwork; open, honest and respectful communications; and where every team member is valued and accountable.  

### Growth Opportunities

This position has 3 levels: experienced, advanced, and senior. Progression through the levels is dependent on years of experience, performance, and skill development and the following:

- **Education:** *Example:* seeking additional education and training relevant to their job responsibilities (or something to that effect), perhaps put interaction with a mentor here.
- **Experience:** *Example:* years of relevant work experience, relevant skill development, level of sophistication in decision making (low, shared, independent);
- **Responsibility:** *Example:* able to do all that is expected, willing and able to assist others, taking on new responsibilities.
- **Performance:** *Example:* are you not meeting, meeting, or exceeding your goals.
- **Tools for growth** include the Insights Discovery psychometric tool and participation in NCMS Grows.

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