

**Ohio PPO Connect (OPPOC)  
JOB DESCRIPTION**

**JOB TITLE: Executive Director**

**POSITION SUMMARY:**

Under general direction of and in conjunction with the Ohio PPO Connect (OPPOC) Executive Committee, the Executive Director of OPPOC is responsible for development and updating of OPPOC objectives, policies and directives, and for oversight of the effective and efficient administration of its programs. The Executive Director presents to the Executive Committee annual and long-range goals and objectives targeted to improve market share of OPPOC; strategies and budgets for achieving approved objectives; proposed implementation policies; and periodic reports on achievements, financial status, quality of services, and general administrative operations. The oversight responsibility includes accountability to the Executive Committee for proper implementation of its decisions, as well as provision of appropriate direction to the staff of OPPOC.

The Executive Director, in addition to managerial responsibilities, is expected to represent OPPOC to all industry stakeholders in such a way as to promote increased sales and the best interests of the success of the network.

**RESPONSIBILITIES:**

The Executive Director shall:

1. Strategize, administer, promote, direct, and coordinate among its Members all activities of OPPOC to carry out its objectives.
2. Be responsible for the operation of OPPOC, which includes the development, interpretation and implementation of policies and liaison among the governing authority and all contract holders.
3. Assist in the planning for the intermediate and long-range objectives of Ohio PPO Connect. Specifically:
  - A. Participate in the development of OPPOC's financial plans, including operating and capital budgets;
  - B. Present management , sales and operational reports to the Executive Committee.
4. Analyze data necessary for proposals requested to ensure that OPPOC is represented in an optimal manner.

5. Maintain a positive public image and promote the interests of OPPOC. Specifically, he/she shall:
  - A. Maintain awareness of other similar health provider operations and implement procedures necessary to ensure OPPOC's leadership in the area; and
  - B. Participate in the design and implementation of the marketing and enrollment program, and maintain and enhance business community contracts for purposes of expanding account growth.
6. Create and promote sales and marketing programs and contacts ongoing to further the awareness of OPPOC in the industry .
7. Develop marketing and sales strategies to further the understanding and awareness of Ohio PPO Connect with TPA's Brokers, and Stop Loss Carriers.
8. Attend meetings and maintain a working knowledge of all legislation, existing or pending, that affects or may affect the operation of OPPOC.
9. Perform other duties as directed by the Executive Committee.

**REQUIRED QUALIFICATIONS:**

Graduation from an accredited college or university. A Master's Degree is preferred. Seven to ten years of PPO business background is desirable, with general knowledge of accounting, insurance and risk management.  
Fluent in Microsoft Office products.

**PROFESSIONAL AFFILIATIONS:**

Membership in professional organization(s) related to the duties and responsibilities of the job to build relationships and stay abreast of industry changes.

**TRAITS AND APTITUDES:**

The Executive Director shall have the:

1. Written and verbal professional skills required to express ideas and facts effectively when representing OPPOC.
2. Analytical ability required to detect trends and problems.

3. Numerical literacy required to evaluate statistical data and to make various computations in planning OPPOC operations and budgets.
4. Development of organizational growth without strict parameters or past practices to follow.
6. Ability to coordinate services effectively with various industry stakeholders and organizations.
7. Skills necessary to multi task and adjust to political environment necessary to plan and control the total activity of OPPOC and the activities of all its personnel.
8. Ability to relate to people in a manner so as to win confidence and establish support.
9. Ability to evaluate reports, research studies and other data against both judgmental and verifiable criteria.
10. Flexibility to adjust to changing conditions and the various details of the job.
11. Ability to maintain confidentiality.
12. Maintain extensive external contacts with health, business and other community groups and individuals.

**PHYSICAL DEMANDS AND WORK CONDITIONS:**

1. The typical demands and conditions of an executive position.
2. Must be willing to spend a great deal of time on the road to promote and sell the network.

**REPORTING RELATIONSHIPS:**

Position Reports to: OPPOC Executive Committee