



ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS
Advancing Excellence in Pharmacy

Position Title: Executive Vice President

Purpose: This highly visible leadership position is responsible for overseeing and managing all aspects of the Illinois Council of Health-System Pharmacists (ICHP).

ICHP is a statewide professional organization whose members include pharmacists, pharmacy technicians, pharmacy students, and other pharmacy professionals who serve as members of healthcare teams within or have an interest in Illinois' hospitals and health-systems. ICHP is a not-for-profit 501 (c) (6) organization with a for-profit subsidiary, the ICHP Building Co. LLC.

This is a hands-on position in a seven-person office, and responsibilities include assisting and implementing the Board of Directors, Division and Committee initiatives; and overseeing and guiding the ICHP staff on membership, education, special events, publications, and advocacy efforts.

Salary Range: Will be commensurate with qualifications and experience. Full-time benefits included with this position.

Direct Reports: ICHP Board of Directors and Executive Committee

The Illinois Council of Health-System Pharmacists (ICHP) is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, State or Local law.

Application process at the end of this document.

REQUIREMENTS

Pharmacist Licensure in Illinois or eligible for Illinois licensure

Applicant must be or become an Illinois resident or be able to commute at least weekly to the Rockford area office.

DESIRED KNOWLEDGE & SKILLS

Pharmacist with residency or fellowship training and/or management experience

Previous work experience and leadership within health-system pharmacy and professional membership associations

An understanding of pharmacy practice in all settings

Awareness of health-system pharmacy legislative and regulatory issues

Financial and budgeting experience

Project management skills (detail oriented / time management / organizational skills)

Communication skills (interpersonal communication skills, creative and business writing)

LANGUAGE SKILLS

- Fluent in English (both spoken and written).
- Ability to write creatively, describe activities that will engage and inspire participation, communicate benefits and features, convey experiences.
- Ability to report, write, or edit articles and brochure materials for publication.

COMPUTER and / or EQUIPMENT SKILLS

PC proficiency

Current software includes: MS Office 2013 (Word, Excel, PowerPoint, Outlook), QuickBooks, Adobe Acrobat.

Xerox color copier/ scanner, Pitney-Bowes postage meter, video projectors, folding machine

REASONING ABILITY

Logical and creative thinking to solve problems using abstract and concrete variables.

Research skills

MATHEMATICAL SKILLS

Arithmetic, algebraic, and geometric calculations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities of the Executive Vice President are to support, facilitate, and expand the activities of the Illinois Council of Health-System Pharmacists under the direction and advice of the ICHP Board of Directors. Other duties may be assigned. Specific roles include but are not limited to the following:

-Provide general administrative support to ensure consistent and timely work-flow from the ICHP office staff and volunteers and to ensure effective communication between the ICHP officers, Board of Directors, staff, divisions, committees, networks, general membership, other allied health professional organizations, manufacturers and vendors.

-Provide membership services that ensure value for dues paid and to build ICHP membership to its maximal potential.

-Support ICHP Affiliate and Student Chapters to allow them to meet the goals and needs of their membership.

-Provide support services to the ICHP treasurer and Board of Directors that will facilitate sound and efficient financial services.

-Provide support for educational services by monitoring, directing, and incorporating educational trends into the activities of ICHP.

- Provide editorial support to the ICHP editorial committees, the *KeePosted* editors.
- Serve as an Illinois licensed lobbyist and maintain the ICHP as a legislative and regulatory force for the pharmacy profession in Illinois and nationally.
- Facilitate the preparation and revision of long-range goals and projects of the ICHP.
- Assist program Chairpersons with meeting logistics and coordinate the various activities planned by the committees.
- Maintain ICHP's interests in and the overall viability of the Pharmacy Technician Certification Board, Inc. and to serve as a member of its Board of Governors.
- Manage landlord responsibilities for the ICHP Building Co. LLC.
- Undergo both a self-evaluation and an evaluation by the membership so as to refine and improve support services.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the Executive Vice President to successfully perform the essential functions of this job.

- Sedentary work: Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time in office.
- Mobility: Walking and standing for prolonged times are required during meetings, to move from room to room assisting with conference tasks, including carrying heavy boxed materials, easels, camera equipment, and setting up AV and other equipment.

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important as carrying boxes and equipment occurs and requires full use of the lower extremities and back muscles.
- Kneeling: Bending the body downward and forward by bending legs and spine.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Lifting – at least up to 50 pounds – and moving / carrying boxes, equipment cases, etc. Raising objects from a lower to higher position or moving objects horizontally from position to position.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touch with skin, particularly that of fingertips.
- Speaking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important information must be conveyed through verbal presentations.
- Repetitive motions: substantial movements (motions) of the wrists, hands, and/ or fingers.
- Ability to drive a car, and to travel by car and / or public transportation, including airplane.

VISUAL / HEARING and OTHER REQUIREMENTS

- Near vision: clarity of vision at 20 inches or less
- Mid-range vision: clarity of vision at distances of more than 20 inches and less than 20 feet.
- Depth perception: the ability to judge distance and space relationships, so as to see objects where and as they actually are.
- Color vision: ability to identify and distinguish all colors.
- Hearing: Perceiving the nature of sounds with no less than a 40 db loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. Ability to receive detailed information through verbal communication, for example: in person (lobbying and presentations), on phone calls with members, and conference calls with divisions and committees.
- Must have a valid driver's license and be able to drive long distances around the state of Illinois.

WORK ENVIRONMENT

Work location: Visit the ICHP Staff Office in the Rockford area at least weekly. Live in reasonable proximity to the office. As needed travel to Chicago, Springfield, the rest of Illinois and nationally as required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works in a normal office setting and also includes occasional work in conference settings, and as a presenter to other groups or on sales calls.

- Exposure to: Significant work pace / pressure; for example, multiple projects with same deadline and / or providing support for several departments simultaneously.
- The noise level in the office work environment is usually quiet.
- Travel to off-site meetings is required, including overnight trips up to 15% of the year.
- Off-site meetings and sales calls may include a lot of activity, prolonged walking, standing, carrying, noise, and crowds.
- Work hours may be extended during meetings and special events. This is a salaried position, overtime does not apply.

For more information in ICHP visit:

www.ichpnet.org

www.ichpnet.org/evp-position

Application Process:

Applications accepted after October 1, 2019.

Application deadline: February 1, 2019

Interview timeframe: January-March 2020

Onboarding will begin in August or September of 2020.

Please submit:

- Letter of Intent, Curriculum Vitae and appropriate references. Email is preferred.

Submit to (email or USPS):

Email

Maggie DiMarco Allen

maggiea@ichpnet.org

Subject Line: Executive Vice President Position

USPS

Maggie DiMarco Allen

Director of Operations

4055 N. Perryville Rd

Loves Park, IL 61111

RE: Executive Vice President Position

Receipt of application will be confirmed by email.