

Position Title	Executive Director (<i>draft April 2024</i>)
Reports Directly To	The Executive Director reports to the Prescription Drug Affordability Board (PDAB). The Chair of the Board speaks for the Board in exercising its authority and holding the Executive Director accountable.
Position Purpose	<p>The PDAB is governed as a board under section 15.012, paragraph (a), and serves to protect consumers, state and local governments, health plan companies, providers, pharmacies, and other healthcare system stakeholders from unaffordable costs of certain prescription drugs.</p> <p>The Executive Director is responsible for directing all activities for the PDAB within the framework of its mission, vision, and values, which are set by the Board of Directors and incorporated into the PDAB's strategic and operating plans.</p> <p>In addition, the Executive Director attends all PDAB meetings and works collaboratively with members of the Board, the Prescription Drug Affordability Advisory Council (PDAAC), and affiliated state agencies to set and maintain a clear purpose and direction for the organization.</p>
Accountabilities	<ul style="list-style-type: none"> • Participates with the Board in the development of the annual operating plan and strategies that the PDAB uses to achieve its mission and vision. This is accomplished by working collaboratively with the members of the Board to set these strategies and to revise them as frequently as needed to respond to changes in the mission, vision, and the circumstances in which the PDAB operates. • Demonstrates leadership that is consistent with the PDAB's values of... [flagged for discussion] • Identifies selected prescription drug products, in consultation with the PDAAC and the Minnesota Department of Health, meeting cost criteria as described under MN Statute 62J.90. This information will also be made available to the public as prescribed under law. • Initiates cost reviews of prescription drug products identified by the PDAB. If the Board finds spending on a prescription drug product reviewed creates an affordability challenge for the state health care system or for patients, manages the implementation and administration of an upper payment limit for that prescription drug product as directed by the PDAB. • Produces annual reports for the Governor, Legislature, and other stakeholders as directed by the PDAB on general price trends for prescription drug products and the number of prescription drug products that were subject to the Board's cost review and analysis, including the result of any analysis as well as the number and disposition of appeals and judicial reviews. • Represents the PDAB in the local and national community to enhance the organization's visibility and promote its mission. • Builds and sustains effective partnerships with key stakeholders and partners,

	<p>demonstrating a high level of integrity and fostering trust in relationships with others.</p> <ul style="list-style-type: none"> • Executes Board-approved strategies by developing and managing a program of activities established to achieve PDAB's purpose, including administrative responsibilities. • Recruits, develops, and retains a strong staff of sufficient talent, skill, and number to carry out the program of activities. • Evaluates the effectiveness of PDAB's program in achieving its purpose. • All other duties as assigned by the Board.
Qualifications and Skills	<p><i>Required:</i></p> <ul style="list-style-type: none"> • An advanced degree in a health care field (?) [flagged for discussion] • Ten years of senior management experience in the health care field, with demonstrated expertise in pharmaceutical economics and finance or health care economics and finance. • Demonstrated ability to facilitate and manage change. • Demonstrated skill in establishing and maintaining effective interpersonal relationships with all levels of management, governing boards, and healthcare stakeholders, including patients, consumers, physicians, pharmacists, clinical researchers, health plans, pharmacy benefit managers, medical groups, hospitals, pharmaceutical manufacturers and distributors, employers, businesses, government and community officials and the general public. • Demonstrated understanding of the business and regulatory issues that affect prescription drug availability and affordability to patients and consumers. • Demonstrated understanding of the business and regulatory issues that affect the pharmaceutical industry and health care organizations. • Demonstrated strategic planning and organizational management skills. • Demonstrated skills in problem solving, negotiations and issue identification. • Strong communication skills, both oral and written, with a wide variety of audiences. • Ability to develop and administer organizational philosophy and objectives. • Leadership experience in inter-organizational program settings and demonstrated ability to build consensus on strategic directions and organizational goals. • Experience in advising or working with governmental agencies and legislators.

	<ul style="list-style-type: none">• Experience in conducting program evaluation.• Ability to recruit, motivate, lead and retain staff as needed to achieve PDAB's purpose. <p><i>Preferred:</i></p> <ul style="list-style-type: none">•
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