

**WASHINGTON STATE  
HEALTH INSURANCE POOL  
POSITION DESCRIPTION**

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Updated October 1, 2025

**POSITION TITLE:** Executive Director

**REPORTS TO:** Board of Directors

**SUPERVISES:** Executive Assistant

**I. POSITION PURPOSE**

As an officer of the Washington State Health Insurance Pool (WSHIP), the Executive Director serves as the chief executive of the organization. In this capacity, the Executive Director provides the organization with leadership, direction and management services. The position works closely with the WSHIP Board of Directors and contracted Administrator in the administration of the Pool services and programs. The Executive Director provides information about WSHIP to the Washington State Legislature and Executive Branch; oversees the operations of WSHIP's contractors, represents WSHIP to its key stakeholders, and provides administrative support to the Board of Directors.

**II. WORKING RELATIONSHIPS**

The Executive Director interacts with a variety of individuals and groups on a range of subjects related to Pool programs. Principal among these is the Board of Directors, the contracted Administrator, Pharmacy Benefit Manager, Provider Network, various consultants (such as legal counsel, actuarial, and audit firms), and representatives of the Washington Legislature and Executive branch. These relationships cover such things as the Pool's services, the identification of issues and solutions and administrative or policy direction related to the Pool. The Executive Director represents WSHIP in public forums and meetings.

**III. ESSENTIAL POSITION ACCOUNTABILITIES**

The Executive Director position has the essential accountabilities described below.

**A. Administration of Pool**

Provides leadership, oversight, and direction to the contracted Administrator for business issues, including the benefit contract interpretation, specific claim disposition, customer service issues, assessment, and accounting areas in conjunction with the Board and/or Board Grievance Committee as appropriate.

Provides direction for management of interactions and ongoing coordination and liaison with the contracted Provider Network and Pharmacy Benefits Manager. Provides direction for interactions and liaison with governmental agencies including the Office of the Governor, the Office of the Insurance Commissioner, and the Health Care Authority.

Reviews recommendations for research, development and implementation of cost effective and care effective medical management programs.

Assures adequate and appropriate fiscal controls for the Pool. Provides directions to assure adequate risk management is a part of the Pool programs in areas such as liability coverage and Directors and Officers coverage.

Reviews requests for proposal and vendor contracting processes for the engagement of the Pool's Administrator, Pharmacy Benefits Manager, Provider Network, and other vendors as may be required.

Conducts final review for approval of operational issue resolution and/or policy disputes.

## **B. Public Policy Information**

Provides leadership and direction related to relevant Legislative issues; including the representation of WSHIP at Legislative Committee hearings and meetings, monitors and reports to the Board on any proposed legislation which could have a direct effect on WSHIP, makes strategic and tactical recommendations to the Board regarding possible actions, and provides technical support for the development of appropriate legislation.

Represents WSHIP at a wide variety of forums and develops a variety of written communications, reports, and presentations.

## **C. Assessment Functions**

Leads and coordinates the functions designed to assess the members of the Washington State Health Insurance Pool in order to maintain adequate reserves for the payment of claims.

Develops, with the Pool Administrator, cash flow forecasts and a variety of program assessment recommendations for Board action.

## **D. Support To Board of Directors**

Provides ideas and opportunities for Board development and education, including agreement on WSHIP mission, vision, values, understanding of fiduciary responsibilities, and related Board member roles and responsibilities.

Develops, for approval, a yearly plan covering the Pool and Board activities and a project implementation calendar. Manages the implementation of Board and Board Committee projects as defined in the Board project calendar.

Provides support to the Board Appeals and Grievance Committee, including analysis of specific cases, liaison with outside legal counsel, research for standard industry practice, and drafting of relevant materials.

Provides support to other Board Committees including the Executive Committee, Planning Committee, Governance Committee, and any additional ad hoc or standing committees created by the Board.

Monitors the status of state risk pools nationwide and of Federal policy related to state risk pools and keeps the Board of Directors informed as appropriate.

## **IV. QUALIFICATIONS**

### **A. Education**

Education is required that is equivalent to a bachelor's degree in health policy, business, economics, public policy, or a related discipline. An advanced degree in one of the above fields preferred.

### **B. Experience**

A minimum of ten years of relevant management experience is required which has included health plan or third party administration experience in the area of operations, regulatory affairs, product development, or customer service. In addition, regulatory experience, experience with interpretation and application of laws and regulations are required in this position.

Experience with WSHIP or another state high risk pool, or at the Chief Executive Officer or comparable level is preferred. Additional preferred competencies include experience in a health care purchaser role, and experience in working in a partnership role with a Board of Directors. Washington State residency or experience with the State's health insurance market, applicable laws, and regulatory environment is preferred.

### **C. Knowledge, Skills and Abilities**

Executive skills and abilities – the Executive Director position requires skills and abilities to lead and direct the operations of WSHIP under the policy direction of the Board.

Knowledge of relevant functions of WSHIP as a health plan.

Knowledge of relevant functions and programs in the private sector.

Knowledge of the relevant functions and programs in the public sector.

Knowledge of consumer related issues in health care and health care insurance.

Effective communicator adept in making presentations and discussing relevant topics in public settings, as well as building relationships.

Skill in writing corporate documents and presentations.

Ability to work effectively with people that have diverse perspectives.

Creative thinker with strong problem-solving and organizational skills.

### **D. Special Requirements**

Ability to obtain a valid Driver's license and provide proof of insurance for work-related travel.

Ability to satisfactorily pass the employment background check.

## **V. WORKING CONDITIONS**

The work associated with this position will primarily be performed remotely. Incumbent is required to maintain a safe workspace with reliable internet connection. Occasional work on evenings is required to attend meetings. Occasional travel required to attend in-person meetings, trainings and conferences.

Position requires hand manipulative skills working with electronic equipment and systems. May occasionally lift and carry items weighing up to 20 pounds (office equipment). Must be able to communicate over the phone, computer and in-person.