



Position Opening for **EXECUTIVE DIRECTOR**

The Washington State Health Insurance Pool (WSHIP) seeks an experienced leader for the Executive Director position

TO APPLY

Send resume and cover letter to Kara Turner at kara@turnerhrservices.com. First consideration given to materials received by **October 31, 2025**. Position open until filled.

Cover letter should address the following areas:

- *Why does WSHIP's mission and work appeal to you?*
- *What experience and qualifications make this position the right fit for you?*
- *Please address how you will meet the remote and in-person requirements of this position.*

OUR ORGANIZATION & MISSION

The Washington State Health Insurance Pool (WSHIP) is a non-profit entity - not a licensed health carrier, public agency, or state-funded program. The annual operating budget is approximately \$2 million and claims-related budget varies each year but is approximately \$17 million. WSHIP directly employs the Executive Director and a part-time Executive Assistant.

WSHIP is a nonprofit health plan providing health insurance to residents denied coverage or unable to obtain comprehensive coverage because of their medical status. It was established under the Washington State Health Insurance Access Act of 1987 (RCW 48.41). Approximately 450 persons are currently enrolled in WSHIP, mostly in its Medicare supplemental plans.

WSHIP is overseen by a Board of Directors that represents consumers, employers, health care providers, agents, and member plans (carriers). The Insurance Commissioner or designee is an ex-officio, non-voting director. The program is funded solely by enrollee premiums and assessments to Member Plans (carriers). Administration is provided by 90 Degree Benefits who handles eligibility, enrollment, customer service, premium billing, claims processing, and assessment administration. Other vendor partners include Express Scripts for prescription drug services, MedWatch for care management, and First Choice Health for provider network services. To learn more about us, please visit <https://wship.org/about-us/our-story/>

COMPENSATION & BENEFITS

Salary: \$180,000-\$250,000/year depending on experience

Benefits:

• Ability to work from remote home office	• Paid Time Off (starting at 20 days)
• Medical, Dental & Vision	• 10 Paid Holidays (9 designated & 1 floating)
• STD, LTD and Life Insurance	• WSHIP Simple IRA (Charles Schwab) with a 3% match

THE POSITION

Summary

Reporting to the Board of Directors, 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.

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.

Essential Position Accountabilities

- Pool Administration
- Public Policy Information
- Assessment Functions
- Support to the Board of Directors
- *For full position responsibilities, please refer to the job description*

Qualifications

- Bachelor's degree in health policy, business, economics, public policy or related field with Master's degree preferred.
- 10 or more years relevant management experience is required which includes health plan or third-party administration experience in the area of operations, regulatory affairs, product development, or customer service.
- Regulatory experience, experience with interpretation and application of laws and regulations required.
- Experience with WSHIP or another state high risk pool 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.
- *For full qualifications, please refer to the job description.*

Other Requirements

Valid driver's license and proof of insurance for work-related travel along with the ability to satisfactorily pass the employment background check.

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.

WSHIP is an Equal Opportunity Employer