

Indiana Association of Health Plans

Executive Director: Role Profile and Position Description

About the Association

The Indiana Association of Health Plans (IAHP) is a nonprofit trade association representing the health plans and managed care organizations that serve Hoosiers across the commercial, Medicaid, and Medicare markets. The Association provides a unified forum for its member plans to develop shared policy positions, exchange best practices, and engage constructively with state government on the laws, regulations, and programs that shape health coverage in Indiana. IAHP works with the Indiana General Assembly, the Office of the Governor, and state agencies including the Family and Social Services Administration, and the Department of Insurance to advance a stable, competitive, and accountable health coverage market for individuals, employers, and public program enrollees.

Position Summary

The Executive Director is the chief staff officer of the Association and serves as its principal advocate, spokesperson, and administrator. Reporting to the Board of Directors, the Executive Director is responsible for the Association's legislative and regulatory strategy, member services, governance support, financial management, and external communications. The Executive Director leads IAHP's engagement with the legislative and executive branches of Indiana state government and represents the collective interests of member plans before policymakers, regulators, the media, and allied organizations.

Anticipated Start Date

August 1, 2026.

Application Deadline

June 12, 2026.

Reporting Relationship

The Executive Director reports to the IAHP Board of Directors and works at the direction of the Board officers between regular Board meetings.

Key Responsibilities

Legislative Advocacy

- Lead the annual development of the Association's proactive legislative agenda in collaboration with member plans, identifying affirmative policy priorities for the Association to advance in the Indiana General Assembly.
- Develop and execute the Association's annual legislative strategy in coordination with the Board and member plans.
- Track, analyze, and report on legislation introduced in the Indiana General Assembly that affects health plans and the populations they serve.

- Represent IAHP before legislative committees, including the preparation and delivery of testimony, fiscal analysis, and amendment language.
- Build and maintain working relationships with legislative leadership, committee chairs, members, and nonpartisan staff.
- Coordinate member plan engagement during the legislative session, including the development of unified positions and the management of issues on which members hold differing views.

Regulatory and Executive Branch Affairs

- Monitor and respond to rulemaking, guidance, procurement activity, and program changes from state agencies, including the Family and Social Services Administration and the Department of Insurance.
- Submit comments, technical input, and formal correspondence on behalf of the Association in regulatory proceedings.
- Maintain relationships with agency leadership and staff and serve as the Association's primary point of contact for executive branch matters.
- Advise member plans on regulatory developments and their operational and compliance implications.

Association Leadership and Governance

- Serve as chief staff officer and manage the day-to-day operations of the Association.
- Support the Board of Directors and Association committees, including meeting planning, agenda development, materials preparation, and follow up on Board directives.
- Implement the strategic direction set by the Board and recommend policy priorities, organizational goals, and initiatives for Board consideration.
- Recruit, retain, and serve member plans, and onboard new members.

Member Engagement and Services

- Convene member plans regularly to identify shared priorities and build consensus on policy positions.
- Communicate timely information to members on legislative, regulatory, and program developments.
- Organize membership meetings, briefings, and educational programming.
- Manage relationships with contract lobbyists, legal counsel, consultants, and vendors retained by the Association.

Communications and Public Affairs

- Serve as the principal spokesperson for the Association with the media, policymakers, and the public.
- Develop and deliver clear, accurate messaging on the role of health plans and the issues facing the Indiana health coverage market.
- Prepare statements, fact sheets, position papers, and other public affairs materials.
- Build and maintain coalitions and working relationships with allied associations, employer groups, and other stakeholders.

Fundraising and Political Engagement

- Lead the Association's revenue development and fundraising efforts, including event-based fundraising and the cultivation of member and sponsor support.
- Oversee the Association's political giving program, including solicitation of contributions from member plans and other eligible contributors, contribution decisions, and recordkeeping, subject to Board oversight.
- Develop the Association's political engagement strategy in coordination with the Board, consistent with member priorities and the Association's advocacy goals.
- Ensure that all fundraising, contributions, and political action committee activity comply with Indiana campaign finance law and applicable federal law, including registration and reporting requirements.
- Build and maintain relationships with candidates and officeholders within the bounds of applicable election and ethics law.

Financial and Operational Management

- Prepare and manage the Association's annual budget for Board approval.
- Oversee dues administration, financial reporting, contracts, and the Association's books and records.
- Ensure the Association meets its filing, tax, and other obligations as a nonprofit organization.
- Manage Association recordkeeping, correspondence, and administrative functions.

Compliance and Registration

- Register as a legislative lobbyist with the Indiana Lobby Registration Commission and as an executive branch lobbyist with the Indiana Department of Administration and maintain those registrations to advocate before the legislative and executive branches.
- File all reports required of registered lobbyists in a complete and timely manner.
- Ensure timely and accurate campaign finance and political action committee reporting as required by Indiana law.
- Ensure the Association's advocacy activities comply with applicable Indiana law and reporting requirements.

Qualifications

The qualifications below describe the education, experience, and competencies expected of a successful candidate. All qualifications are job related and consistent with the needs of the position. Preferred qualifications are not minimum requirements. The Association encourages all interested and qualified candidates to apply, including those whose background reflects an equivalent combination of education and experience.

Education

A bachelor's degree from an accredited institution is required. A master's degree or law degree is preferred. The Association will also consider an equivalent combination of education and directly related professional experience that demonstrates the knowledge, skills, and abilities needed to perform the essential functions of the position.

Experience

Five or more years of professional experience lobbying or advocating before state government is preferred. Indiana experience is preferred but is not required. Experience in health policy, managed care, health coverage, insurance regulation, or a related field is preferred.

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills, including the ability to prepare and deliver testimony, correspondence, and public materials.
- Knowledge of the legislative and regulatory process, with familiarity with the Indiana process preferred.
- Ability to build consensus among members who may hold differing positions and to exercise sound judgment and discretion.
- Established relationships within Indiana state government and the broader policy community are an asset but are not required.

Compensation and Benefits

The salary range for this position is \$160,000 to \$190,000. Salary will be commensurate with education and years of experience. The position is also eligible for annual incentive compensation based on member recruitment and retention and on overall performance against goals established by the Board of Directors. The position includes health and retirement benefits.

Equal Employment Opportunity

The Indiana Association of Health Plans is an equal opportunity employer. Employment decisions are based on qualifications, merit, and the needs of the Association, without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other characteristic protected by applicable federal, state, or local law. The Association provides reasonable accommodations to qualified individuals with disabilities so that they may participate in the application process and perform the essential functions of the position. A candidate who needs an accommodation may request one by contacting Marty Wood at MPW@insuranceinstitute.org.

To Apply

Interested candidates should submit a resume and cover letter to Marty Wood at MPW@insuranceinstitute.org. Applications must be received by June 12, 2026.