



Position: Executive Director

Location: Chicagoland Area

Description:

The Midwest Employee Benefit Funds Coalition (MEBFC), a nonprofit membership association, is seeking an Executive Director. The Coalition is comprised of 40 self-funded, multiemployer Health & Welfare trusts, covering over 150,000 union families. Its mission is to enhance the lives of its members and families by negotiating affordable health care solutions for its Member Funds. The Executive Director oversees a single person staff and reports to a Board of Directors.

The successful candidate will:

- Work to ensure sustainable growth through the collaborative efforts of its members by actively pursuing relevant and progressive healthcare initiatives.
- Oversee the business operations of the Coalition.
- Manage vendor relationships.
- Issue and evaluate vendor RFP's for services.
- Serve as liaison and spokesperson on behalf of the Coalition, locally as well as nationally.
- Coordinate ongoing Board and Committee Meetings as well as educational events.

The successful candidate will have the following preferred qualifications:

Bachelor's degree or related relevant experience; Taft-Hartley knowledge and/or exposure; knowledge of healthcare and industry trends; sensitivity to working within a nonprofit environment with a focus on service; Proficient in Microsoft Office and QuickBooks. Occasional travel required.

CEBS certification is a plus.

Personal characteristics: Solid interpersonal and communication skills, detail oriented, highly organized.

We offer a competitive base salary commensurate with experience and benefit package including health benefits and SEP retirement plan. For consideration, please forward your cover letter, resume, and salary requirements to [admin@mebfc.com](mailto:admin@mebfc.com).

For additional information, visit [www.mebfc.com](http://www.mebfc.com).