Position Specification

President and Chief Executive Officer

2021
POSITION SPECIFICATION

<table>
<thead>
<tr>
<th>Position</th>
<th>President and Chief Executive Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>PAN Foundation</td>
</tr>
<tr>
<td>Location</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>Reporting Relationship</td>
<td>The Board of Directors</td>
</tr>
<tr>
<td>Website</td>
<td><a href="https://www.panfoundation.org">https://www.panfoundation.org</a></td>
</tr>
</tbody>
</table>

THE OPPORTUNITY

The President and CEO (CEO) of the PAN Foundation will lead a dynamic, mission-driven and patient-centered organization in their mission to ensure individuals living with life-threatening, chronic and rare diseases have access to the medications and treatments they need by assisting with out-of-pocket costs and that there is continued advocacy for improved access and affordability. In partnership with PAN’s Board of Directors, the CEO will lead, direct, manage and coordinate the operations, fundraising, advocacy, human resources, finances and communications capabilities during a time of dynamic growth. The CEO will provide visionary leadership for PAN and their dedicated team of staff, consultants and community volunteers to have the maximum impact on the lives and the well-being of the individuals they serve.

THE ORGANIZATION

The Patient Access Network (PAN) Foundation is an independent, national 501 (c)(3) organization dedicated to helping federally and commercially insured people living with life-threatening, chronic and rare diseases with the out-of-pocket costs for their prescribed medications and associated costs with receiving quality care. Partnering with generous donors, healthcare providers and pharmacies, PAN provides the underinsured population access to the healthcare treatments they need to best manage their conditions and focus on improving their quality of life. Since its founding in 2004, PAN has provided nearly 1 million underinsured patients with $3 billion in financial assistance, through close to 70 disease-specific programs.

KEY RESPONSIBILITIES

The CEO will bring together the leadership team inclusive of the CFO, COO, Executive Vice President, Vice President of Medical Affairs, Vice President of Patient Support Services, Vice President of Development and Chief Compliance Officer to advance the mission of PAN.

Visionary Leadership, Financial Oversight and Compliance

- Create strategic plans with three and five-year goals for PAN’s continued growth to respond to the changing regulatory environment and needs of the patients it serves.
- Develop a thorough understanding of PAN’s operational processes so that these may be effectively directed and managed.
Plan and execute an advocacy agenda based on PAN priorities. Ensures that PAN remains a thought leader in working with patient advocates to influence policy and regulators on issues that are germane to PAN’s mission and patients.

Make policy, budgetary investment and planning recommendations to the Board.

Facilitate development of environmental assessments, analyses, strategic planning, execution and results measurement.

Work with consultants, as necessary, to support a strategic planning process.

Manage the relationship with contractors supporting PAN. Negotiate agreements, review and manage performance.

Effectively manage PAN’s fiscal affairs and ensure timely reporting.

Work with the Board on all governance issues including facilitating Board meetings.

Provide assistance to support the Board and committees.

Ensure compliance with all HHS, IRS, state and federal regulations and policies.

Development and Revenue Generation

Support the development and implementation of fundraising plans with PAN’s Vice President of Development and their team.

Ensure that PAN expands its donor base by seeking support from multiple constituencies including corporations, regional and federal agencies, foundations, voluntary health organizations, individuals, etc.

Initiate and manage relationships with donors. Expected to identify, qualify, cultivate, solicit and steward these important relationships.

Work collaboratively with and in support of the Board members, volunteers and consultants to cultivate and solicit donors for PAN priorities.

Monitor all contacts to ensure positive and purposeful prospect and donor relations. Track communications and interactions with donors and prospective donors.

Stay apprised of new developments in the industry and co-pay assistance programs nationally.

Team and Community Relationship-Building

Recruit, hire, direct, coach, retain, develop and manage a high performing, diverse workforce and cultivate an inclusive culture to fulfill PAN’s mission.

Develop job descriptions, policies and materials necessary for organizational effectiveness.

Systematically review and evaluate staff while providing feedback to ensure PAN’s workforce remains prepared to meet the needs of an evolving, growth industry.

Develop and maintain partnerships and relationships with healthcare organizations that can further the work of PAN.

Cultivate and maintain relationships with organizations with complementary missions.

Develop and execute plans to communicate the mission and vision of PAN to all constituencies.

Serve as a national thought leader.

Guide the marketing and build greater brand recognition for PAN.

Communicate with providers, patients, donors, Board members and partners clearly and effectively.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

At least 12 years of experience in the non-profit and/or healthcare, health policy, pharmaceutical or a related industry.

Depth of experience in compliance and working within a highly regulated environment.
• Prior experience reporting to and working with a board of directors is preferred, but not required.
• Innovative thinker who approaches problems with curiosity and open-mindedness offering new ideas, solutions and/or options and solicits and explores perspectives from diverse sources.
• Ability to forge new pathways and respond to co-pay assistance’s changing environment.
• Enable self and others to align to build collaborative plans for leading through and embracing change, anticipating the impact of technological, social, regulatory and economic trends.
• Self-starter with ability to work independently as well as part of a team.
• High EQ with superlative interpersonal skills and poise; ability to demonstrate diplomacy and the ability to work in high pressure and unstructured situations.
• Ability to serve as spokesperson for PAN with strong written, presentation and verbal communications skills.
• Proven fundraising, development and/or revenue-generating abilities.
• Must be a highly energetic professional with a track record of building and maintaining effective, productive and meaningful relationships.
• Demonstrated level of analytical, planning and organizational skills.
• Cultural awareness and ability to motivate and inspire others.
• Proven champion for diversity, equity and inclusion.
• Highly ethical and shares consistency among principals, values and behavior to gain confidence and trust of others.
• Ability to travel 40 percent or less.

EDUCATION
• Bachelor’s Degree
• Master’s Degree preferred

COMPENSATION
A competitive benefits package, including medical, dental and vision coverage, a 401k with employer match, a flexible spending account and more.
Inquiries, interest, and recommendations may be sent to the Korn Ferry Team at: panfoundation@kornferry.com

Divina Gamble  
Managing Partner  
Nonprofit, Philanthropy & Social Enterprise Practice Leader  
(202) 955-0901  
Divina.gamble@kornferry.com

Arnold Sherrin  
Senior Client Partner  
Healthcare Practice  
(215) 656-5302  
Arnold.sherrin@kornferry.com

Nora Sutherland  
Senior Associate  
Nonprofit, Philanthropy & Social Enterprise Practice  
(215) 622-7949  
Nora.sutherland@kornferry.com

Traci Robinson  
Project Coordinator  
Nonprofit, Philanthropy & Social Enterprise Practice  
(202) 955-0902  
Traci.robinson@kornferry.com