



Executive Director – New Mexico Retiree Health Care Authority (NMRHCA)

The New Mexico Retiree Health Care Authority (NMRHCA), an independent statutory agency of the State of New Mexico, is recruiting for the position of EXECUTIVE DIRECTOR to oversee the administration of group health insurance for qualifying retirees and their dependents. NMRHCA has over 65,000 members and over 90,000 active employees contributing to the program with the expectation of future benefits.

This position reports directly to the New Mexico Retiree Health Care Board of Directors and is responsible for the overall administration of NMRHCA. Job responsibilities include but are not limited to:

1. Design, administer and evaluate NMRHCA benefit programs that ensure fund solvency;
2. Administer pharmaceutical programs, formularies, and rebate programs;
3. Establish and administer contracts with service providers;
4. Implement Board policies, as well as provide administrative support for Board operations;
5. Represent NMRHCA before the legislative and executive branches of government;
6. Develop and maintain effective communications with participating employers, employees and retirees;
7. Oversee the daily operations of NMRHCA.

Further information related to this position can be found at: [Executive Director Job Description \(nmrhca.org\)](http://nmrhca.org)

Experience:

Preferred seven (7) years of experience in the administration of health care benefit plans, of which at least five (5) years must have been in a managerial capacity.

Experience preferred in financial/investment fields, self-funded health care plans and Medicare related health care programs. A strong background desired in customer service. Experience also desired in testifying before legislative committees or policy-making boards or councils.

Employment of the executive director will be by the NMRHCA Board. This position is subject to applicable policies as they pertain to exempt employees and conditions outlined by the Board.

To apply, please submit resume to Human Resources Manager listed below:

By email in Word or PDF Format to: jessicaA.Trujillo@state.nm.us

For further information please contact

Jessica Trujillo, HR Manager
e-mail: jessicaA.Trujillo@state.nm.us
Phone: 505-476-9395

For best consideration, resumes should be submitted by March 14, 2022. However, the position will be considered open until filled. Facsimiles will not be accepted.

THE NEW MEXICO RETIREE HEALTH CARE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER