



**RoundtableRx: Minnesota's Medication Repository Program  
Position Description for Managing Director**

The Managing Director serves as the leader, the Pharmacist in Charge and the public voice of RoundtableRx. The full-time role reports to the Board of Directors, is responsible for keeping RoundtableRx in compliance with Minnesota's Board of Pharmacy and Secretary of State and will be focused on growing the organization to support all Minnesotans in need.

**Responsibilities:**

- *Oversee operations and quality to ensure every prescription is fulfilled correctly and in compliance with SOPs.*
- Create and comply with SOPs for record completion and retention regulations.
- Leads outreach statewide to drive pharmacist and clinician and local repository referrals.
- Build relationships with funders and achieve fundraising targets
- Demonstrates leadership in legislation and policy related activities. Actively pursues required changes to legislation in the interest of the organization's operations and success.
- Recruit and manage staff and volunteers.
- Oversee operations including improving where needed.
- Lead Board of Directors meeting package development.
- Oversee day-to-day financial activity
- Coordinate across Board committees
- Build and maintain relationships with SIRUM, the University of Minnesota's College of Pharmacy and Technology Commercialization and other key strategic partners.

**Qualifications:**

- PharmD or RPh and Minnesota licensure required or be eligible for Minnesota license
- 3 years experience as a pharmacist
- Eligible to be a pharmacy intern preceptor with the Minnesota Board of Pharmacy
- MPH preferred

**Desired:**

- Leadership experience and skill
- Public speaking skills
- Public policy experience
- Ability to manage finances
- Demonstrated ability to raise funds including grant writing
- Non-profit leadership and experience

**Compensation:** \$100-120K/year, plus benefits package

**How to apply:** Please send your cover letter and resume to [sara.kettering@roundtableRx.org](mailto:sara.kettering@roundtableRx.org) by February 4, 2022.

**RoundtableRx is an equal opportunity employer and pharmaceutical service.**

[www.RoundtableRx.org](http://www.RoundtableRx.org)