Michigan Dental Association
Job Description

Job Title: Manager of Government and Insurance Affairs
Reports to: Director of Government and Insurance Affairs

General Purpose:

To manage projects and programs as delegated by the Director of Government and Insurance Affairs (hereafter Director) on government, regulatory and dental insurance matters.

Primary Accountabilities*

Utilizes independent judgment and exercises discretion in the following areas:

- Governmental Affairs:
  - Attends legislative hearings and workgroup meetings to convey the MDA’s official position on issues of interest.
  - Meets with local, state and federal legislators.
  - Maintains legislative tracking formats and update MDA website with status of legislation.

- Lobbying Activities:
  - Assists the Director with all lobbying activities.
  - Works with the MDA’s contract lobbying firm.
  - Manages the process for filing reports with the State Bureau of Elections.

- Contact Dentist Network:
  - Manages the development of the MDA’s grassroots operation.
  - Works with the contracted consultant on the grassroots operation.
  - Writes and distributes legislative alerts, reports and calls to action for member dentists.
  - Coordinates and directs department staff and consultants on specific projects and programs. Provides suggestions and recommendations to the director on the hiring, firing, advancement and status changes of hourly department employees.

- Dental PAC:
  - Assists the Director with all matters related to Dental PAC and the Dental PAC Board of Directors.

- Dental Insurance and Regulatory Matters:
  - Manages the relationship with dental insurance providers.
  - Maintains contact with the Michigan Board of Dentistry and the State of Michigan with regard to regulatory matters.
  - Manages the communications with members, dental office staff and the public on dental benefits, insurance issues and regulatory matters.
  - Provides “tier-two” assistance to member dentists with third party administrator claims problems when referred by front-line staff.
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➢ Assists legislators and legislative staff with constituent issues concerning
dental benefits and care.

• Ensures department activities align with the strategic plan and work the plan as
directed.

• Manages special projects as determined by the Director.

Qualifications:

• General Educational/Experiential Development
  ➢ Verbal and written communication skills, quantitative skills and general
  educational development typically associated with completion of a 4 year
degree in a business, communications, or political science related field.
  ➢ Legislative experience preferred.
  ➢ Effective interpersonal relationship skills.
  ➢ Strong writing, oral communication and presentation skills.

Comments:

• An Asterisk (*) denotes duties or responsibilities judged to be “essential functions”
in terms of the Americans with Disabilities Act or ADA.

• This position is salaried-exempt and no overtime pay is provided. Additional work
hours are expected to complete projects/requests in a timely manner. This
position requires evening and weekend work and travel. For example, during
Annual Session, legislative fundraisers, component meetings, and Washington
Congressional visitations.

• The above statements should not be construed as an exhaustive list of all duties
that may be performed by an individual in this position. Other duties may be
assigned as necessary.

• The employee in this position is required to spend some time performing duties
and responsibilities related to MDA subsidiary functions and activities.

Date Approved: March 2014