

***** JOB OPENING NOTICE *****

Open: March 25, 2026

Chief of Staff to the President and CEO

At the Missouri Hospital Association (MHA), our mission is to shape an evolving environment that helps our members thrive and fulfill their current and future missions. We are seeking a motivated, detail-oriented self-starter to become the Chief of Staff to the President and CEO. This position functions as the administrative partner to the President and CEO and supports both the President and CEO and the Senior Leadership Team (SLT) by enhancing executive effectiveness, driving organizational priorities and ensuring seamless execution across the enterprise. The Chief of Staff plays a pivotal role in aligning leadership vision with operational execution, fostering cross-functional collaboration and managing critical initiatives with discretion and precision.

Qualified candidates must possess a bachelor's degree in business administration, operations management, healthcare or related field, with a master's degree preferred. Strong project management expertise is essential, including experience managing complex projects and multiple teams. Candidate must demonstrate excellent organizational and time management skills with the ability to consistently deliver on responsibilities in a timely manner, as well as the capacity to manage multiple schedules and project timelines for the Office of the President. Superb written and oral communication skills, including strong presentation abilities and the aptitude to cultivate productive relationships, are required.

The position requires exceptional attention to detail and the ability to perform a substantial number of tasks independently. Strong technology skills and proficiency in Microsoft Word, Excel and PowerPoint are required, and familiarity with Adobe Creative Suite and data management systems is preferred. The ideal candidate will be a team player who is comfortable working in a fast-paced environment that may at times require an "all hands on deck" approach. Occasional overnight travel may be required.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. To apply, please submit your resume and salary requirements to Human Resources, 4712 Country Club Drive, Jefferson City, MO 65109 or email to humanresources@mohospitals.org.