



Position Profile

The Charitable Pharmacy
Executive Director



PRESENTED BY: **TALENT** PARTNERS



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The Organization





Who We Are

Founded in 2010, Charitable Pharmacy of Central Ohio provides affordable, high-quality pharmacy services, sanctuary, and hope to people experiencing barriers to medication access.

Charitable Pharmacy is the only charitable pharmacy in Franklin County providing pharmacy services and medication management completely free of charge to low-income, uninsured, and underinsured residents. The organization works to ensure that the inability to afford essential medications does not prevent individuals from managing chronic conditions and achieving better health outcomes.

The Charitable Pharmacy of Central Ohio is an Equal Opportunity Employer.
We do not discriminate on the basis of any legally protected status.

What We Do

Charitable Pharmacy of Central Ohio provides no-cost prescription medications and pharmacist counseling while connecting patients with health education and additional community resources. The organization serves as an important healthcare safety net for Franklin County residents who experience gaps in insurance coverage or cannot afford the medications necessary to manage their health.

Patients receive 12 months of continuity of care upon enrollment and may reapply annually if they continue to meet eligibility requirements. In addition to medication access, the organization works with community partners to address broader barriers to health. Its partnerships include major Central Ohio healthcare systems and community organizations, including efforts addressing food insecurity.



Impact Highlights

Read more in the [2025 Annual Report](#)



1,751

patients served in 2025

15+ years
serving Central Ohio



101,851

prescriptions dispensed
in 2025, representing
nearly **\$10 million** in
medication value



12,763

patient visits in 2025
providing personalized
care



1.1M+

prescriptions filled,
12,000+ patients
served, and **140,000+**
visits since the
organization began
serving Franklin County

About the Columbus Region



Located in the heart of Ohio, Columbus is one of the fastest-growing metropolitan areas in the Midwest, recognized for its diverse economy, nationally recognized healthcare systems, vibrant neighborhoods, and strong network of community-based organizations. The region offers a collaborative environment where healthcare, philanthropy, and nonprofit organizations work together to address critical community needs. As Charitable Pharmacy of Central Ohio continues to expand its reach, Columbus provides an ideal setting to strengthen access to essential medications, deepen community partnerships, and improve health outcomes for underserved individuals and families.

The Candidate Profile



Position Description



Title: Executive Director



Organization: The Charitable Pharmacy



Reports to: Board of Directors



Direct Reports: Multidisciplinary team of full- and part-time employees, volunteers, student interns, and contracted partners



Employee Count: 15



Location: Columbus, Ohio



Website: charitablepharmacy.org





Position Summary

The Executive Director provides strategic and organizational leadership for Charitable Pharmacy of Central Ohio, advancing its mission while ensuring compassionate service and positive health outcomes for the patients and communities it serves.

Working in partnership with the Board of Directors, the Executive Director will guide organizational strategy and growth, strengthen financial sustainability, advance fundraising and resource development, oversee operations and regulatory compliance, and cultivate an inclusive and accountable organizational culture.

As the organization's primary external representative, the Executive Director will build and strengthen relationships with donors, healthcare systems, public agencies, pharmaceutical manufacturers, nonprofit and community partners, and faith-based stakeholders. The ED will advance Charitable Pharmacy's role as a "bridge pharmacy," helping ensure continuity of medication access for individuals experiencing gaps in insurance coverage or the ability to afford essential medications.

Required Knowledge, Skills & Abilities (“Must-Haves”)

- Strong commitment to the organization’s mission and improving medication access for underserved communities, with the ability to engage effectively and inclusively with patients, staff, partners, and community stakeholders from diverse backgrounds
- Demonstrated senior leadership experience with the ability to set organizational direction, translate strategy into achievable goals, and lead effectively through growth, transition, and change
- Experience in pharmacy, healthcare, community health, human services, or a related environment, with knowledge of regulated operations, compliance, licensing, patient services, and operational risk. Pharmacist licensure is highly valued but not required
- Experience partnering effectively with Board of Directors and executive leadership to support strong governance, strategic planning, organizational oversight, and informed decision-making
- Strong understanding of budgeting, financial reporting, forecasting, internal controls, risk management, and organizational sustainability, with the ability to use financial information to support strategic and operational decisions
- Demonstrated success cultivating relationships with donors, funders, healthcare systems, corporations, foundations, and community partners, with the ability to represent the organization effectively and support fundraising and resource development
- Demonstrated success building and leading high-performing teams through clear communication, effective delegation, staff development, accountability, and collaboration

Other Desired Skills & Abilities

- Demonstrated adaptability and sound judgment in navigating evolving healthcare, funding, and organizational environments while balancing competing priorities
- Awareness of changing community needs, healthcare trends, and public policy developments affecting healthcare access and service delivery
- Experience engaging, supporting, and developing volunteers, interns, and other nontraditional workforce structures
- Strong public-speaking, advocacy, and external communication skills, with the ability to represent the organization effectively across diverse audiences

Essential Duties & Responsibilities

Strategic Direction & Organizational Growth

Partner with the Board to establish strategic priorities, translate those priorities into actionable plans, monitor organizational performance, and guide future growth and innovation, including service delivery associated with the new pharmacy location.

Organizational & Program Oversight

Provide executive oversight of pharmacy operations, programs, staff, volunteers, interns, contracted partners, policies, and administrative functions to ensure effective, compliant, and cost-conscious service delivery.

Financial Stewardship & Risk Management

Develop and manage the annual budget; oversee forecasting, financial reporting, internal controls, and financial performance; monitor reimbursement trends; safeguard organizational assets and pharmaceutical inventory; and ensure strong audit and risk-management practices.

Fundraising & Revenue Development

Lead fundraising and resource-development efforts, including donor cultivation and stewardship, grant and corporate partnerships, donor retention, revenue diversification, annual fundraising goals, and the capital campaign.

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Essential Duties & Responsibilities *continued*

Board Relations

Serve as the primary liaison to the Board of Directors; provide timely and accurate information; support effective Board and committee meetings; and assist with Board recruitment, development, and governance.

People & Organizational Culture

Lead and develop the organization's multidisciplinary workforce; establish clear expectations and accountability; support professional development; and foster an inclusive, collaborative, and mission-centered workplace.

External Relations, Advocacy & Partnerships

Serve as Charitable Pharmacy's primary spokesperson and strengthen its visibility and reputation; cultivate relationships with healthcare systems, public agencies, pharmaceutical

manufacturers, funders, nonprofit organizations, faith-based organizations, and other community partners; and advocate for policies and partnerships that advance medication access and healthcare equity.

Regulatory Compliance

Ensure organizational and pharmacy operations comply with applicable healthcare, pharmacy, nonprofit, state, and federal laws, regulations, policies, and requirements; maintain appropriate oversight of licensing, regulatory reporting, and organizational compliance.

Impact & Community Responsiveness

Monitor organizational and patient outcomes, assess evolving community needs and healthcare trends, and use performance data and stakeholder insights to strengthen services and address barriers to medication access.

Measures of First Year Success



Organizational Transition & Stability

Successfully lead the transition to the new pharmacy location while maintaining continuity of patient services, regulatory compliance, and day-to-day operations. Establish the systems and processes needed to support the organization's next phase of growth.



Financial Sustainability & Resource Development

Strengthen the organization's financial position by developing the fundraising pipeline, deepening funder relationships, diversifying revenue opportunities, and establishing a resource-development strategy that supports long-term sustainability.



Team Stability & Organizational Culture

Build organizational stability by retaining and developing key staff, establishing clear roles and expectations, strengthening communication, and creating an environment that supports engagement, accountability, and collaboration.



Board & Community Engagement

Establish a strong working partnership with the Board and strengthen Charitable Pharmacy's visibility and relationships with healthcare systems, funders, community organizations, and other key stakeholders throughout Central Ohio.



Strategic Direction & Community Impact

Develop a clear understanding of the organization's operations, patient population, and community needs, and translate that understanding into strategic priorities and measurable goals for expanding access, strengthening partnerships, and increasing community impact.

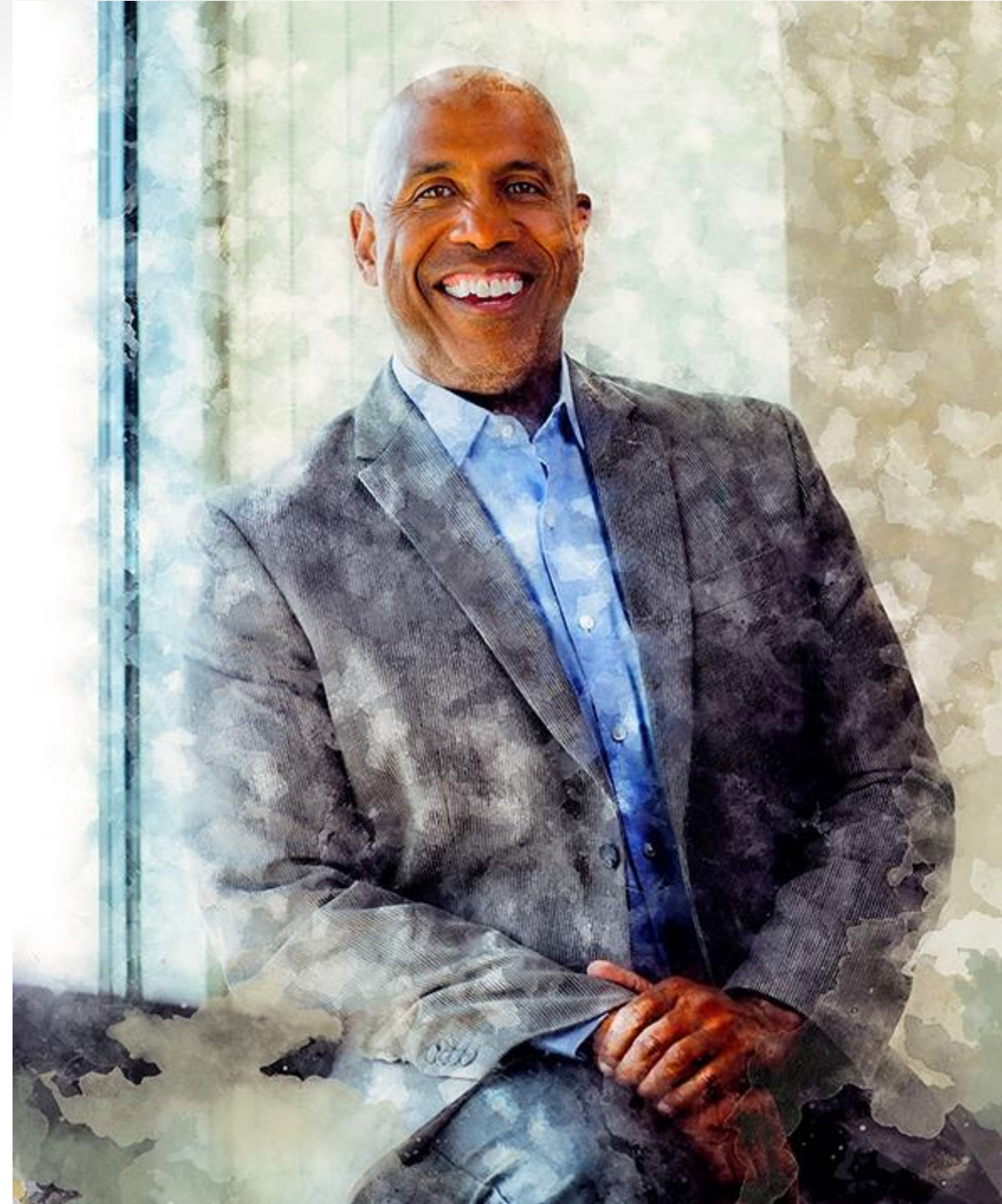
Education Requirements



Bachelor's degree from an accredited institution required, preferably in healthcare administration, public health, business administration, nonprofit management, human services, or a related field. An advanced degree is preferred but not required. Significant, relevant executive leadership experience may be considered in lieu of an advanced degree.

Compensation & Benefits

Charitable Pharmacy of Central Ohio offers an anticipated salary range of \$160,000 – \$170,000, commensurate with experience and qualifications, along with a competitive benefits package designed to support the successful candidate's professional and personal well-being.



BroadView Talent
Engagement Team



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**How to
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About BroadView Talent Partners

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