



## Director, Property & Casualty

Job Title: Director, Property & Casualty (Hybrid/Remote)  
Team: Property & Casualty  
Reports to: Executive Director of Property & Casualty  
FLSA Status: Exempt  
Approved Date: May 24, 2023

### Company Overview

Educational & Institutional Insurance Administrators, Inc. (EIIA) is a member-driven consortium of private, faith-inspired colleges, universities and seminaries providing innovative insurance and risk management services. EIIA was formed over fifty (50) years ago during the 1960s when a number of historically black colleges and universities associated with the United Methodist Church were unable to obtain property and casualty coverages from the traditional insurance marketplace. The United Methodist Church assisted the colleges by encouraging them to purchase the coverage as a group. This generated adequate premium volume for an insurance company to offer coverage. EIIA was formally incorporated as a not-for-profit corporation in 1976 with the specific purpose of providing group purchasing and administration of insurance programs for higher education institutions.

The group purchasing of the property and casualty coverages for these colleges was so successful that the concept spread to employee health and welfare benefit programs, long-term disability, life insurance, accidental death and dismemberment, and student health and accident needs of these institutions. Risk management services were added to aid these institutions in managing and avoiding risk.

EIIA's office is located in downtown Chicago and currently works in a hybrid/remote environment. EIIA staff serves more than one hundred and forty-five (145) higher education institutions located in thirty-nine (39) states. In addition, EIIA operates two (2) Vermont domiciled captive insurance companies and two (2) grantor trusts.

Currently, EIIA is seeking a Director for our Property & Casualty (P&C) Team.

### Essential Duties and Responsibilities:

The Director, Property & Casualty (P&C) will have primary responsibility for certain assigned coverages within the EIIA P&C master program.

The Director position will develop an understanding for premium allocation of all premiums related to the Master Program renewal policies and work to be responsible for the master program premium allocations. The position will assist with the other insurance coverages in the EIIA P&C master program.

### Significant Job Responsibilities:

#### Master Program Data

- Work with other staff to review and coordinate data collection and presentation for renewal submission;
- Help establish process for data system and maintenance of the data;
- Design and maintain reports and documents for master program coverages;
- Produce data reports for exposures and losses for actuarial review;
- Coordinate with actuaries on the production of need analysis.

#### Maintain and Service Insurance Coverage

- Prepare renewal questionnaire by working with carriers and brokers;
- Maintain and review data for accuracy;

- Aggregate exposure data and prepare submissions for the master P&C program;
- Verify and update communications on coverage and cost to member institutions;
- Verify receipt of negotiated coverage;
- Monitor and supervise service providers;
- Respond to coverage issues and questions from carriers, EIIA staff and Member institutions;
- Review and maintain policy documentation and post to website portal.

#### **Premium Allocation, Invoice Payments, and Exposure Audits**

- Participate in Task Force meetings for updates to the Premium Allocation methodology;
- Responsible for the Premium Allocation process;
- Supervise production of invoices and comparisons to send to institutions;
- Communicate and address any questions regarding the allocation of premiums;
- Coordinate payments of premiums with Finance;
- Provide allocation and accounting classification to accounting for invoices;
- Prepare proposed pricing for new prospective institutions;
- Work with institutions and carriers to complete audits of exposure.

#### **Professional Development**

- Continuing Education – other designations, conferences, and technical classes.

#### **Supervisory Responsibilities:**

This position does not have any direct supervisory responsibilities but leads and collaborates with the P&C team to execute the service model. Functional supervision may include assignment and distribution of work, coordination of projects and activities, and resolving issues.

#### **Required Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty accurately. The requirements listed above are representative of the knowledge, skill, and/or ability required. Required to obtain and maintain Producer license.

#### **Preferred Qualifications:**

Broker License. Designations within the insurance industry is desired such as CPCU, ARM, or ACI.

#### **Education and Experience:**

Undergraduate degree or equivalent required; advanced degree a plus. Minimum five (5) years of increasingly responsible experience preferred; or combination of training and experience. Advisory, consultative, or account management experience to higher education is a plus.

#### **Primary Skill Sets:**

This position requires strong customer service skills along with strong analytical skills; the ability to carry out responsibilities independently; the ability to easily adapt to workload demands; a keen eye for details, decision making in a timely and efficient manner; dependability; creativity; self-initiative; team leader and participation; accountability; the ability to problem solve, and execute sound decisions in a timely manner; proficiency in the use of Microsoft Outlook, Word, Excel, PowerPoint and ability to learn new systems; and the ability to prepare and write communications at a professional level.

#### **Physical Demands:**

The physical demands described are representative of duties that must be met to perform the essential functions of this job successfully. The position can be either hybrid or remote.

#### **Travel:**

This position requires the ability to travel as needed (approximately 20%), including weekends, to attend meetings with vendors, conferences, governance meetings, training and professional development workshops and seminars.

**Work Environment:**

Hybrid/remote model.

**Background Check Required:**

This position is subject to pre-employment screening which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

**Other Duties and Accommodations:**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Come join our EIIA Team! Interested candidates should forward a cover letter, resume, and salary requirements to Joe Dudzik at [jdudzik@eija.org](mailto:jdudzik@eija.org)

**EIIA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**