



Executive Director, Property & Casualty

Job Title: Executive Director, Property & Casualty (Chicagoland Based - Hybrid)
Team: Property & Casualty
Reports to: Vice President Property & Casualty
FLSA Status: Exempt
Approved Date: July 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 an Executive Director for our Property & Casualty (P&C) Team.

Essential Duties and Responsibilities:

The Executive Director of P&C, and Educators Legal Liability, is primarily responsible for managing the property placement for a portfolio that maintains over \$32 billion in property values along with the marketing and procurement of Crime, Educators Legal Liability, Fiduciary, International, and Kidnap and Ransom policies.

Executive Directors may on occasion perform in a leadership role, collaborate, and work with peer Executive Directors in other operations for the development of ideas, resources, initiatives, etc., for their respective teams and/or the Company.

Significant Job Responsibilities:

Maintain and Service Insurance Coverage

- Prepare and collect the requested data for the renewal of all coverages;
- Maintain and review data for accuracy;
- Aggregate exposure data and assist VP P&C in procuring broadest coverage that achieves the greatest rate efficiency;
- Communicate coverage and cost to member institutions;
- Verify receipt of negotiated coverage;
- Monitor and supervise service providers;
- Respond to coverage issues and questions from carriers and EIIA staff;
- Maintain documentation of renewal and assist with the renewal process;

- Review and maintain policy documentation;
- Work with the Risk Management team in response to coverage questions;
- Allocate premium for the Educators Legal Liability program.

Customer Service

- Coordinate coverage issues with underwriters;
- Participate in campus visits for coverage presentations, and to engage and develop Member relationships;
- Attend meetings to make presentations, develop, engage, and advance prospect opportunities.

Risk Analysis

- Review premiums for accuracy and perform analysis to detect errors;
- Collect data from loss runs into an organized format to provide to others within EIIA to identify large claims, history by line of coverage, and institution trends;
- Develop claim metrics as a measurement tool toward outcomes.

Assist the Vice President in Retaining Current Member Institutions

- Travel to meet with existing Business Officers for institution-specific issues;
- Present program dynamics to Advisory Council.

Assist the Vice President in Recruiting New Participating Institutions

- Travel to meet with prospective Business Officers to create opportunities;
- Preparation and presentation of proposals.

Professional Development

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

Opportunities and Expectations for Leadership

The Executive Director of Property Professional Liability and Claims will:

- Be hands-on, take charge and enhance business savvy to EIIA's program structure;
- Be a strong strategic thinker and creative while possessing administrative abilities;
- Bring leading edge thinking around issues facing higher education and its financial trends that translate to solutions for member organizations;
- Present in front of large and small groups that will include college and university boards, presidents, business officers, risk managers, faculty, and staff as well as underwriters and actuaries.

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 Property and Casualty Brokerage License.

Preferred Qualifications

Any related designations such as CPCU, ARM, AIC a plus.

Education and Experience

An undergraduate degree or equivalent required, advanced degree a plus. A minimum of ten (10) years of increasingly responsible experience is preferred. Advisory, consultative or account management experience to higher education institutions a plus.

Primary Skill Sets

This position requires solid technical skills in the area of property and casualty insurance coverage including the ability to:

- Demonstrate a clear understanding of coverage and policy wording;
- Demonstrate prior experience in the strategic thinking needed for the development of efficient program design;
- Ability to organize technical information for presentation to large groups;
- Produce presentation materials for Advisory Council and Board meetings.

Additionally, 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 within this description are representative of those that must be met by an employee to perform the essential functions of this job successfully. The position is considered hybrid and requires the ability to commute to downtown Chicago and function in a traditional office environment as required.

Travel

This position requires the ability to travel as needed, including weekends. This requirement is estimated to be approximately 20% of total time to attend meetings with vendors, prospects, or members; industry conferences; EIIA governance and Advisory Council meetings; training and professional development workshops and seminars. At peak periods throughout the year, travel may be significant.

Work Environment

The work environment characteristics described throughout this document are representative of those an employee encounters while performing the essential functions of this job. The position is based in a traditional office and hybrid environment. However, work may be executed as needed at institution campuses, carriers' offices, hotels, conference/meeting rooms, or other remote areas.

Background Check Required

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

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@eiiia.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.