



Associate Director, Property & Casualty

Job Title: Associate Director, Property & Casualty (Local/Hybrid)
Team: Property & Casualty
Reports to: Executive Director of Property & Casualty
FLSA Status: Exempt
Approved Date: February 2, 2024

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 Associate Director for our Property & Casualty (P&C) Team.

Essential Duties and Responsibilities:

The Associate Director for Property & Casualty is responsible for coordinating, documenting, and reviewing coverage placements and ensuring that all insurance policies are saved, bookmarked, and complete. There will also be responsibilities in calculating premiums and invoicing. The role requires the ability to manage a large amount of data for renewal submission. The Associate Director is also responsible for collecting, managing, and manipulating a large quantity of data which will be used to support renewal submissions.

This position will rely on strong technical and computer skills. Proficiency in Microsoft Word, Power Point, and Excel are required (emphasis on advanced formulas, pivot tables, etc. is highly desirable.)

Significant Job Responsibilities:

- Maintain and service insurance policies;
 - a. Review policies for accuracy and completeness;
 - b. Track the issuance of endorsements including correct premium adjustments;
 - c. Post policies in the system for delivery to member institutions;
 - d. Maintain data for policy coverage (i.e. Flood Exposure property, Drones).
- Policy documents and reports;

- a. Produce coverage summaries for assigned coverages;
 - b. Ensure that correct data is entered to produce policy inventory and other reports for the institutions;
 - c. Assist in distribution of documents to the institutions.
- Coordinate completion of insurance regulatory forms by institutions and submit to carriers (i.e. auto, UI/UM).
- Work with carrier on distribution of regulatory documents (i.e. auto ID; WC posting notices).
- Maintain and coordinate open items with underwriting carriers and other service providers.
- For individual policies, as assigned (includes surety bonds and NFIP);
 - a. Work with institution to apply for new coverage, quotes and renewals;
 - b. Ensure that each gets renewed properly;
 - c. Produce invoice for institution and deliver;
 - d. Verify and approve vendor invoices;
 - e. Ensure that P&C documentation is maintained appropriately;
 - i. Policy quotations,
 - ii. Correspondence,
 - iii. Binders,
 - iv. Policies including endorsements.
- Prepare marketing submissions.
- Experience Modifier – review, submit necessary corrections, and maintain for renewal and audit.
- Verify premiums and taxes and facilitate the payments to carriers for assigned coverages.
- Oversee Special Events program.
- Back up for Certificates of Insurance and other request sent to administrative services email.

Supervisory Responsibilities:

This position does not have any direct supervisory responsibilities.

Required Qualifications:

To perform this job successfully, an individual must perform each essential duty accurately. Requirements listed above are representative of the knowledge, skill, and/or ability required. Intermediate to advanced Excel experience required. Required to obtain and maintain Producer license.

Preferred Qualifications:

Associate in Risk Management (ARM) a plus. Experience in Insurance is desired.

Education and Experience:

Bachelor's Degree is desirable with a minimum of five (5) years' experience, or combination of training and experience is required. Must have experience and extensive knowledge in commercial property and casualty insurance coverage and the ability to read and interpret insurance policies.

Primary Skill Sets:

This position requires strong customer service, organizational, technology, and analytical skills along with the ability to carry out responsibilities independently and collaboratively with diverse groups; ability to easily adapt to workload demands; a keen eye for details; dependability; creativity; self-initiative; teamwork and group participation; accountability; troubleshooting, problem solving, and ability to execute sound decisions in a timely manner; strong work ethic

exhibiting a professional demeanor; self-motivation and self-initiative; strong interpersonal skills; excellent written and oral communication skills; proficiency in MS Outlook, Word, Excel, PowerPoint; ability to learn new systems.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of this job successfully within a regular work week.

Travel:

There is no travel required for this position; however, there may be occasions to attend industry conferences or training and development seminars and workshops that may require travel during the business day.

Work Environment:

The position is local/hybrid and requires the ability to travel as needed including possible weekend travel, though the need is infrequent. Occasional trips may be required to campuses or attendance at professional conferences. In office attendance (Chicago) is required on an as-needed basis.

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@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.