

POSTING DATE: April 18, 2017

TERMINATION DATE FOR APPLICATIONS: April 25, 2017

POSITION: **SENIOR MANAGER – INSURANCE PRODUCTS**

COMPENSATION/BENEFITS: Grade M9

STAFF RELATIONSHIP: Responsible to Bruce Reaume
Executive Director

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

This position manages assigned financial, investment or corporate insurance services. Responsibilities may include reviewing and approving documents and transactions in accordance with state and federal regulations and organizational policies and procedures; determining service offerings, strategies and vendors; preparing for internal and external audits; establishing and implementing procedures for financial transactions; marketing products and services; preparing financial, statistical and/or sales reports; proposing and monitoring a budget; and supervising sales, professional and/or support staff.

This position is responsible for the overall development, marketing, coordination and administration of the insurance agency and of insurance products, but not limited to property/casualty, commercial and life offered by MEA Financial Services. The incumbent in this position will act as a risk manager in locating insurance coverage through outside brokers or contracted companies and maintain adequate coverage and competitive insurance premium levels for the corporate families and their subsidiaries.

ESSENTIAL DUTIES:

Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations;

Manages the activities of the insurance program, which includes establishing and implementing financial procedures; marketing products and services; and ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards;

Oversees and participates in the compilation and analysis of financial/sales information in support of financial accounting, insurance, budgets, contracts and/or other related business transactions;

Compiles and analyzes data to determine service offerings and strategies; implements service offerings;

Senior Manager – Insurance Products
Page 2

ESSENTIAL DUTIES (continued):

Prepares, reviews, and analyzes a variety of complex financial/sales information, reports, and/or statistical data for assigned area of responsibility;

Prepares for internal and external audits, which may include reconciling accounts and gathering documents;

Selects vendors and determines strategies, programs, processes, rates, and/or product lines;

Prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures;

Performs other duties of a similar nature or level.

POSITION ASSIGNMENT SPECIFICALLY INCLUDES:

Develops a long term strategy for the introduction of new products and the improvement of existing products;

Develops and implements a marketing strategy to achieve maximum sales of those products assigned;

Calculates and reports commission for marketing representatives on a monthly basis;

Responsible for in-house development of work methods and quality control in relation to existing client base, new inquiries and new applications for insurance for both inside and outside sales representatives;

Plans, organizes, develops and administers:

- Sales activities
- Advertising
- Promotion
- Procedure/Product manuals
- Training to in-house insurance staff and to marketing representatives for new and existing product lines

Provides written and verbal evaluations on in-house insurance staff, discipline, leave requests and all other supervisory responsibilities;

Responsible for establishing and maintaining good carrier relations;

Responsible for reviewing agency billing system results;

Makes and communicates product recommendations for new products and services to be offered. Maintains a contemporary knowledge of prominent trends and developments in the various markets;

Signature for insurance drafts for claims;

Acts as a liaison regarding MEA Financial Services programs between employees, program participants and other corporate divisions;

Senior Manager – Insurance Products
Page 3

POSITION ASSIGNMENT SPECIFICALLY INCLUDES (continued):

Promotes and conducts seminars on MEA Financial Services products and services, along with related topics to MEA locals, membership and staff;

Develops and is accountable for corporate budget and expenditures;

Develops corporate sales projections;

Coordinates communications and other promotional activities in each region. Works with regional managers, other product managers and headquarters staff to develop a consistent and coordinated marketing approach;

Acts as a representative of MEA Financial Services at various state and local meetings and conferences;

Provides input and participates in corporate planning and decision making.

MINIMUM QUALIFICATIONS:

Bachelor's degree with course work in sales, marketing, or management and three years' experience with property/casualty insurance within the last five years;

Considerable knowledge of insurance and insurance products;

Demonstrated knowledge of:

- Managerial principles and practices;
- Applicable principles and practices in assigned area of responsibility;
- Internal control practices;
- Advanced financial/sales risk analysis principles and methods;
- Auditing principles and practices;
- Applicable Federal, State, and local laws, rules, and regulations;
- Mathematical principles;
- Budgeting principles;
- Financial control practices and procedures

Ability to plan, organize, implement change, and to meet critical deadline schedules;

Demonstrated interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, etc. sufficient to exchange or convey information and to give and receive work direction;

Skilled at monitoring and evaluating employees;

Currently hold licenses for Life and Property/Casualty;

Highly motivated self-starter who works well with little supervision;

Understands professional association activity;

Senior Manager – Insurance Products
Page 4

MINIMUM QUALIFICATIONS (continued):

Ability to work in an unstructured environment;

Ability to multi-task and handle simultaneous projects;

Ability to maintain a high level of confidentiality;

Have and maintain a valid driver's license.

April 12, 2017