

Tennessee Independent Colleges & Universities Association Benefit Consortium, Inc.

Job Description

JOB TITLE: Executive Director

FLSA STATUS: Exempt

DATE: January, 2017

Position Summary:

Acting in concert with the Board of Directors of the Consortium, creates the vision and directs the planning, development, implementation and administration of all elements of the Consortium's operation. Ensures compliance with all applicable laws and regulations.

Responsibilities:

- Work with the Board to ensure the best use of the organization's resources by defining and planning the strategic vision and long-range goals of the Consortium.
- Identify best practices and assess how they may be applied to the Consortium and its Member Institutions.
- Ensure compliance with all applicable state and federal legislation and regulations, including, but not limited to: filings of all required federal and fee/tax payments by applicable deadlines; completion and filing of state required quarterly and annual statutory reports; provide requested information and work with state auditor for periodic audit by state department of insurance, and; work with auditor(s) to ensure timely completion and filing of annual audits.
- Oversee all financial functions to ensure accurate and timely accounting, proper month end closing, etc. and prepare and/or provide review and commentary on monthly and other financial reports to Board.
- Design and coordinate a wide variety of accounting and statistical data and reports.
- Act in concert with legal counsel to minimize the risk of any identified legal actions.
- Ensure that customer service goals for selected vendors and the Consortium office are identified, defined and met in a timely manner.
- Interact effectively with consulting firm on renewal recommendations, application to existing or new rate models and proposals for potential new Member Institutions.
- Develop communications processes to maximize Board Members', Campuses' and Participants' understanding, appreciation and use of Consortium programs.
- Work with the Board to market and sell the Consortium's programs to TICUA Member Institutions.
- Maintain professional and ethical business practices with all parties that interact with the Consortium.
- Serve as ex-officio member of all Board standing committees
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Human Resources, Insurance or a related area and attainment of Certified Employee Benefit Specialist designation, or equivalent combination of education and experience.
- Five or more years experience in a management position in employee benefits with considerable exposure to self-funded health and welfare plans.
- General knowledge of accounting principles and software.
- General knowledge of group health underwriting, sufficient to interact effectively with consulting firms on renewals and proposals for potential new Member Institutions.
- Computer skills to include PC based office applications and database applications.

- Strong organization skills.
- Strong communications skills, both oral and written.
- Able to interact effectively with others in a team environment.
- Demonstrated strong conflict resolution and negotiation skills and ability to deal effectively with sensitive human relations issues required.
- Demonstrated strong leadership skills to include ability to influence and persuade others required.

Organizational Relationships: Reports to the Board of Directors, manages 1 direct report.

Contacts: Interacts with all levels of the organization, the community, vendors, attorneys and state and federal regulatory agencies.

Freedom to Act: Operates as the chief executive officer, creating and establishing policies and participates with the Board of Directors in setting the vision and direction of the Consortium.

Scope of Assignment: Plans and directs all aspects of the organization's policies, objectives, and initiatives. Responsible for the short- and long-term success and growth of the organization.

Travel Requirements:

Occasional local, out of town and out of state travel required.

Respond to: Dr. Diane Berty, Tennessee Independent Colleges & Universities Association

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