**AD COPY - AWC RMSA Program Director**

**Summary**

Association of Washington Cities (AWC) is recruiting a full-time Risk Management Service Agency (RMSA) Program Director to join our dynamic and fast-paced team.

This position will manage the AWC Risk Management Service Agency (AWC RMSA) program, providing leadership to fulfill the mission, vision, and strategic goals established by the AWC RMSA Board of Directors, as well as prioritize and accomplish the workplan. The incumbent will also have oversight of the day-to-day operations including membership retention and new membership development.

**Top candidates will:**

* Demonstrate outstanding organizational, leadership, communication, and finance skills
* Have extensive working knowledge of claims handling principles, state and federal statutes/regulations/codes, general insurance, and risk management practices
* Possess a working knowledge of property and liability insurance concepts
* Be knowledgeable about local government leadership, management, and operations
* Cultivate a keen awareness of risk management trends and changing member needs

**What you’ll be doing**

* Determine the program’s insurance requirements; manage, coordinate, and recommend various insurance coverage options to the AWC RMSA Board of Directors including levels of self-insured retention (SIR), reinsurance, excess insurance and other methods of risk transfer
* Review and analyze proposed state and federal legislation and court decisions applicable to public municipal liability and propose appropriate course of action
* Assure the program complies with current local, state and federal requirements, including annual filings with the State Risk Manager and the State Auditor’s Office
* Monitor the services and work products of consultants, legal counsel and contract vendors required for program provisions and assure the successful outcome of deliverables
* Develop and maintain effective mechanisms to identify member needs in the areas of risk management, claims handling and loss prevention, including addressing problems, complaints or opportunities for improved service
* Make recommendations on policies and procedures, service providers, and all other aspects of the program
* Coordinate with staff on claim settlements within assigned authority
* Develop and maintain effective communications with members regarding current risk management and loss prevention services
* Develop and manage annual budget, including operating fund and invested reserves
* Communicate underwriting guidelines to members
* Collaborate with the Director of Member Pooling Programs and other program managers and departments throughout the organization to fulfill the mission of serving all cities and towns through advocacy, education, and member service
* Provide direction for continued member retention and refine potential member strategy
* Lead and direct staff to provide high quality risk management, loss prevention, and claims handling services consistent with policies and procedures
* Coordinate the efforts of the program operations, including all staff assigned to ensure commitment to the mission and goals set forth by the AWC RMSA Board of Directors
* Provide staff support, participation in and preparation of meeting and meeting materials for all required program reports to various boards and committees

**What you bring to the team**

* Bachelor’s degree in business, finance, public administration, insurance, or a related field; Master’s degree preferred; experience may be substituted year-for-year for academic achievement
* 7 years’ increasingly responsible professional level experience in liability claims management, risk management, or related field
* 3 years’ experience in a supervisory position or demonstrated ability
* Certifications and licensing relating to property and liability insurance
* Extensive working knowledge of claims handling principles, state and federal statutes/regulations/codes, general insurance and risk management practices and principles, understanding and interpreting coverage agreements, and civil law
* Working knowledge of property and liability insurance concepts
* Understanding of risk management practices beneficial to municipalities
* Knowledge of advanced math, accounting and finance principles, actual cash value calculations, jury verdict value vs. settlement values, and depreciation calculations
* Knowledge of local government leadership, management and operations
* Keen awareness of risk management trends, listen to member needs in an ever-changing marketplace, think creatively to provide innovative solutions, and relate those intersecting concepts to membership and Board in a clear and understandable manner
* Outstanding organizational and leadership skills
* Ability to lead, motivate, and manage a team of staff to accomplish organizational goals
* Strong written and oral communication skills
* Effective decision-making and independent management of assigned duties
* Flexibility and openness to changing priorities and managing multiple tasks simultaneously within compressed timeframes
* Ability to meet deadlines and complete assigned tasks in a timely manner
* Excellent planning, organizing, and prioritizing of multiple tasks for self and team
* Model the organization’s high standards of quality customer service to all internal and external customers
* Impartiality and fairness in treatment of all members

**How to apply**

Only candidates who reflect the minimum qualifications listed on the job description will be considered. To apply for this position and view the job description, please visit the AWC website at <https://wacities.org/about-us/join-our-team>.

Failure to follow the application instructions below may lead to disqualification. Complete the application and attach:

* A cover letter that specifically addresses how you meet the qualifications for this position
* Current resume

**All new AWC employees must demonstrate they are fully vaccinated against COVID-19 prior to employment, unless granted a reasonable accommodation due to disability or sincerely-held religious belief.**

**This recruitment will remain open until an adequate pool of candidates is received. Application review will be ongoing, and therefore we encourage you to submit your application materials as soon as possible.**

We value our employees hard work, integrity, and dedication to our members. The salary range for this position is $114,620 to 144,707. We provide an exceptional benefits package, a flexible work environment, and a workplace where you know you are providing valuable services and making a difference.

RMSA provides property and liability coverage to Washington cities and towns, focusing on small to medium size jurisdictions. Approximately 100 municipal entities are members of the pool.

AWC is a private, nonprofit, nonpartisan organization, which provides a wide array of legislative, training, and other services to all 281 cities and towns in the state of Washington. Membership is voluntary, and we are proud that AWC maintains 100% participation.

AWC is a vibrant, fast-paced organization supported by 70 employees who are passionate about serving our members through advocacy, education, and services. We have a diverse staff with subject matter expertise in various areas.

AWC’s offices are located in Olympia, WA, approximately one hour’s drive from Seattle at the southern end of the beautiful Puget Sound.

To request a reasonable accommodation in the application process, please email [recruiting@awcnet.org](mailto:recruiting@awcnet.org) .

We subscribe to the principles of an equal opportunity employer and shall recruit, interview, hire, classify, train, promote, demote, discipline, transfer, terminate, and set rates of pay or other compensation on the basis of merit and qualification without regard to race, religion, creed, sexual orientation, color, national origin, physical disability, sex, age, gender identity, or genetics.