**Public Entity Partners**

Job Title: Director of Underwriting Reports To: Vice President

Department: Underwriting FLSA Classification: Exempt

About Us

Public Entity Partners was created to provide insurance coverage for local governments within Tennessee. With Staff experience in local government, as well as the commercial insurance industry, we pride ourselves in providing exceptional service to our members. Our staff includes past city managers, city recorders, HR directors, and building inspectors. As well as insurance professionals with decades of experience. We are able to relate to governmental entities because we collaborate with them on a daily basis, and we understand the unique challenges they face. We strive to be a valuable resource.

Job Summary

The Director of Underwriting is accountable for the success of the underwriting function for PEP by developing meaningful relationships with PEP’s members/agents and leading the underwriting team. The Director designs and maintains the philosophies, rate structures/methods, systems and procedures to support all underwriting activity and models proper underwriting discipline, decision-making, policy pricing, and issuance of policy contracts.

Job Responsibilities

* Facilitate a team dynamic among PEP staff, members, agents, and outside vendors (appraisal company, premium audit provider, reinsurers) to ensure efficiency and engagement/satisfaction.
* Develop and manage a financial plan, budget, and action plan for the underwriting team, aligning with overall PEP goals/objectives.
* Guide day to day activities, processes, and human resources of the underwriting team to ensure financial and productivity success and high employee engagement.
* Facilitate underwriting team accountability through file audits, system reviews, and frequent conversations with staff.
* Manage rating and pricing structures and methods to accurately match premium collected with risk assumed by PEP, resulting in equity in premium charge and meeting financial goals for members and PEP.
* Monitor and amend the coverage document design for Property, Liability, and Workers Compensation policies to ensure that the contract matches the exposures PEP has agreed to insure and the pricing structure of PEP.
* With a focus on quality and service for the members, design, program, and maintain the automated and manual systems that rate, issue, and bill policy contracts.
* Develop and present training programs for PEP staff and members.
* Work with related departments within PEP seeking claims or underwriting information about a particular member operation.
* Seek guidance from related departments and/or legal regarding unique issues encountered.
* Manages confidential member information, claims data, and financial information with discretion.
* Participate in special projects as directed by leadership.
* Other duties as assigned.

Job Qualifications

* Bachelor’s degree in business administration, Insurance, or a related field.
* 8-10 or more years of experience working with property and casualty commercial insurance underwriting and governmental entities.
* Knowledge of IT systems/tools for data analysis/insurance policy processing.
* Working knowledge of contracts and legal agreements.
* Knowledge of MS Word, Excel, PowerPoint, Access, as well as SQL Server.
* Valid Tennessee driver's license.
* Ability to travel (approximately 10% of the time).
* Ability to lift up to ten pounds.

Role-related Competencies

* Influential leadership abilities
* Strong verbal and written communication skills
* Analytical abilities for complex data schemes
* Strong customer/team service

Organizational Competencies

* Team Focus
* Professional
* Accountable
* Integrity
* Service-Minded
* Competent

**Salary Range $172,186.95-$205,831.17**

**Excellent benefits and Retirement Plan**

**Resumes accepted through June 24, 2022**

**Submit resumes to Attn: Human Resources 562 Franklin Rd. Suite 200 Franklin, TN 37069 or ctaylor@pepartners.org**