

Director of Risk Management Services

Come join a team where you will be valued while engaging in meaningful work supporting the cities and towns of South Carolina! **Flexible work arrangements available after a training and orientation period.**

Who We Are

The Municipal Association of South Carolina is a nonprofit organization representing all of South Carolina's 271 cities and towns. The Association is dedicated to the principles established by the cities and towns that founded it: to offer the services, programs and products that will give municipal officials the knowledge, experience and tools necessary to operate efficiently and effectively in the complex world of local government.

The Association's staff works as a team to deliver top-notch customer service to thousands of municipal officials across the state. From the largest cities to small, rural towns, we strive to offer trainings, grants, risk management services, statewide legislative advocacy, resources and other services that help municipal officials govern smarter and better.

South Carolina hometowns, represented by the Municipal Association of South Carolina, bring value to our state as important building blocks in supporting economic growth and prosperity. Come be a part of the team.

To learn more about the Municipal Association and its programs, visit www.masc.sc.

What We're Searching For

The Municipal Association of South Carolina is accepting applications for a **Director of Risk Management Services** to lead the administration of two self-funded insurance programs for local governments, including workers' compensation and property/liability insurance programs. This position also oversees the retirement benefit post-employment benefit trust and provides guidance to the governing boards of each trust program.

Duties:

- Directs strategy and operations for Risk Management Services, ensuring the effective delivery of workers' compensation (SCMIT) and property/liability insurance (SCMIRF) programs at competitive rates.
- Oversees the administration of the SC Other Post-Employment Benefit Trust (SC ORBET), including actuarial valuations and technical assistance.
- Supervises a team of professionals, including hiring, training, performance evaluations, and overall department and personnel leadership. Department oversight includes six direct reports and 23 indirect reports.
- Develops and implements strategic marketing plans to educate local governments on the benefits of risk management programs.
- Oversees risk management training, loss control efforts, and claims processing.

- Ensures compliance with all applicable laws and regulations, including financial reporting, underwriting, and claims processing.
- Provides administrative guidance and assistance as Secretary/Treasurer to the Board of Trustees for each trust program, preparing meeting agendas and implementing board directives.
- Oversees financial reporting, annual audits, budgeting, and investment oversight.
- Negotiates contracts with third-party service providers, including reinsurers, auditors, actuaries, and banking institutions.
- Monitors legislative actions at the federal and state level that impact trust programs.
- Periodically travels in-state and occasionally out of state.

Qualifications:

- Bachelor's degree in accounting, financial management, business administration, risk management, or a closely related field (Master's degree preferred).
- The ideal candidate has 10+ years of progressive experience in supervising, managing, and developing insurance programs, with experience in risk pool management preferred. We also welcome candidates with relevant experience in risk management, public entity insurance, finance, claims, or underwriting management.
- Valid South Carolina state driver's license.
- Preferred certifications: CPA and/or insurance industry credentials
- Strong leadership, communication, analytical, and financial management skills.

Pay and Benefits

Competitive salary commensurate with experience and industry standards, plus an excellent benefits package, including but not limited to:

- South Carolina State Retirement
- South Carolina State Insurance Benefits
- Retiree health benefit based on years of service
- Flexible work schedule is available after a training and orientation period.

How to Apply

Visit the [Municipal Association of SC Career Center](#) to apply. For additional information about the role, view the [position profile](#).

The Municipal Association of South Carolina is an Equal Opportunity Employer.