

The Montana Municipal Interlocal Authority (MMIA) has an opportunity for a Risk Management Strategist to join our Operations team. Based in Helena Montana, MMIA is a Risk Retention Pool created and owned by the incorporated cities and towns of Montana and provides self-funded coverage for Employee Benefits, Liability and Property. With a staff of approximately 25 employees, MMIA is a tight-knit group who provide claims management services, risk management services, and technical assistance to Montana cities and towns. To learn more, visit our website [Montana Municipal Interlocal Authority – Member Owned. Member Driven. We Are you. \(mmia.net\)](http://mmia.net)

MMIA provides competitive salaries that may include the following:

- Yearly cost-of-living increases
- Merit based pay increases
- After training, the employee may select a hybrid schedule working from home up to 3 days per week
- Generous leave and benefits package
- Tuition reimbursement
- Onsite/offsite training to enhance job and management-related skills
- As a public entity, MMIA employees may be eligible for federal student loan forgiveness, depending on individual loan qualifications.

The Risk Management Strategist is an integral member of our team. We value innovation and work to create a collaborative culture where employees are valued and encouraged to share ideas. Employees often work together and there is an emphasis on brainstorming, feedback, innovation of processes, and process discussions.

The Risk Management Strategist is responsible for providing consulting and training to member-owner cities and towns on a variety of liability and property related matters. The employee performs a variety of routine and complex clerical, administrative and technical work in planning, coordinating, and administering risk management services. This position plays a critical role in member-owner relations by connecting and regularly meeting with member-owners.

Example of Duties and Responsibilities: *These duties are examples of the essential functions of this job and are not an all-inclusive list of duties that the incumbent performs.*

- Provides one on one consultation and education to member-owners on a broad range of risk management topics.
- Conducts on-site risk management evaluations at member-owners' facilities and/or operations.
- Makes recommendations to member-owners for addressing risks identified during the evaluation including providing and/or directing member-owners to resources.
- Reviews member-owners' documents such as policies, contracts, leases, etc. for language affecting coverage and risk management considerations and provide recommendations to member-owners to correct any identified deficiencies.
- Develops and presents educational workshops to municipal staff and elected officials, including but not limited to liability and property coverages, experience rating and

deductibles, and other various liability and property risk management topics.

- Prepares/edits risk management bulletins, newsletter articles, and other documents which educate member-owners on emerging issues in risk management.
- Conducts onsite property evaluations according to the audit plan, and upon member-owner request. Evaluations may include: coordinating audits with local government representatives; verifying scheduled properties including ownership, location, construction and occupancy, and square footage; taking measurements and photographs; and, identifying unscheduled property.
- Compares the audited property information to the data on file with MMIA; updates property data as necessary; makes recommendations to member-owners regarding adequate valuation and coverage selections (i.e. replacement cost vs stated value); and, updates values and coverage selections per member-owner's direction and in compliance with MMIA business rules.
- Coordinates the annual property policy renewal process for member-owners including: collecting and updating property data, values, and coverage selections on member-owners' schedules; collecting and updating changes in member-owners' deductible selections; and transmitting data to the broker(s) and/or reinsurance carrier(s).
- Processes and reviews changes throughout the policy year to property data, values, and coverage selections upon request by members and in compliance with MMIA business rules.
- Reviews policy renewal coverage documents from the broker(s) and/or reinsurance carrier(s) to identify changes; makes recommendations to Chief Operating Officer (COO) to align MMIA coverage documents (including the Memorandum and Declaration pages) with the changes in the broker(s) and/or reinsurance carrier(s) coverage documents; works with broker(s) and/or reinsurance carrier(s) to clarify or negotiate changes as directed by the COO; prepares recommended coverage document changes for the board of directors' review as directed by the COO; implements board of directors approved changes in the coverage documents.

The following are some of the knowledge, skills, and abilities necessary for this position:

- Moderate to heavy travel throughout Montana
- Knowledge of risk management principles and techniques.
- Knowledge of, or ability to gain knowledge of, federal, state, and local regulations related to liability risk management areas.
- Knowledge of, or ability to gain knowledge of, coverages, deductibles, valuations and reinsurance.
- Skill in effectively communicating both orally and in writing.
- Skill in successfully managing multiple projects with ability to prioritize work and meet all project and service expectations and deadlines.
- Ability to analyze complex information and use sound judgment in drawing conclusions and making decisions.
- Ability to explain complex information to non-risk management professionals.
- Ability to prepare high quality written and verbal material and to arrange and present this material in a manner usable to the MMIA board of directors, management, and member-owners.

Competencies required for completing duties are typically acquired with the following minimum education and experience:

- Bachelor's Degree from an accredited four-year college or university with a degree in risk management, safety, public administration, or closely related field AND
- Three (3) years of progressive related experience OR a combination of education and experience equal to seven (7) years.
- Professional designations such as ARM, CRM, CSP or CIC are preferred.

Applicants who do not meet the minimum requirements are encouraged to apply and may be considered for a training assignment at a different pay range.

The starting salary range for this position is typically \$84,635 to \$94,592 annually. This is an Exempt position for FLSA overtime regulations.

Successful applicants will be required to submit to a criminal background check.

Please email your resumé and cover letter to Derrek Shepherd at the contact information below or submit your resumé through the Indeed job posting.

First review of applications will occur on February 19, 2026.

Questions? Contact Derrek Shepherd, HR Consultant at dshepherd@mmia.net or 406-495-7017.