Pool Operations Administrator Job Posting

**Job Title:** Senior Vice President, McGriff Pool Team, CEO and Operations Administrator for self-insured public entity pool in Colorado administered out of Oregon.

**Job Description:** McGriff Insurance Services office in Portland, Oregon is looking for an individual to fill the future role of Administrator/CEO of our client’s public entity pool. You will become familiar with all aspects of this public entity pool to enable a timely succession plan for current McGriff leadership. The position reports to McGriff Client Team Lead for the Pool, for an undefined term of approximately 2+/- years until Client and McGriff management accepts the transition to you as their Pool Team CEO and Operations Administrator.

**Job Summary:** Transition of this position to lead our team of 17 in an office of 45 maximizing client’s leading industry technology to manage an all lines self-insured pool of 2000 public entities with an accumulated $7.5 billion in property values, 5,000 autos, 15,000 employees, and over $1 billion in total operating expenses. Team Lead will provide oversite of Pool contractors to include 1) adjudication of 1,000 property, liability, and workers’ compensation claims annually, 2) financial accounting, 3) actuary, 4) investment management, 5) financial audit, and 6) property appraisals. Advance the annual development, communication, and implementation of the Pool’s organizational strategic initiatives.

**Responsibilities and Duties:** As the Operations Administrator you will transitions to overseeing the overall operations of the Pool Client, including the development, communication, and implementation of the Pool organization’s strategic initiatives. The Operations Administrator works closely with the Property, Liability, and Workers’ Compensation Underwriting, Membership Services, Strategic Risks, Claims, Accounting, Actuarial, Investment, Communications, and Technology Team Leads to ensure profitability, development of operational processes and workflows, and assist with sustaining departmental performance and growth for McGriff as well as our client. The Operations Administrator will be transitioning responsibility for strategizing the sustainable year over year growth to incorporate managing and maintaining an on-site and remote workforce, maintaining/growing current staffing levels, and implementing best practices performance standards to meet our Client Service Plan obligations, balanced with McGriff corporate guidelines. You will provide staff mentoring, goal setting, performance reviews in conjunction with subject matter expert Team Leads. This person must be process driven, agile, creative, forward thinking, and highly organized.

**Qualifications and Skills:** A successful candidate might have seven (7) to ten (10) years of experience in supervision or management role with a proven track record in leading teams and achieving results. On-the-job management experience in the Pooling, Captive Management, or Insurance Company operations is essential along with a deep understanding of Public Entity familiarization. Candidates that have completed executive-level management and leadership development programs will also be considered. Insurance industry designations such as CPCU, CIC, CRM, ARM, AU, and ARe are a plus.

**About McGriff:** The McGriff name dates back to 1886 and the founding of McGriff, Seibels & Williams, Inc. Today, McGriff Insurance Services is part of Truist Insurance Holdings, Inc., one of the top six largest insurance brokers in the world. From our Portland office, we provide highly consultative risk management and insurance solutions for businesses of all sizes. Our “Client First” guiding principle drives everything we do. Client support teams reinforce that passion with industry expertise and dedication to providing the tools, resources and capabilities you need. We embrace the uniqueness of our teammates, offices, and communities. The entrepreneurial spirit of our industry practice groups, serve as a competitive advantage for our clients. Our top priority is you and the communities we serve. We offer the personalized touch of a local boutique agency combined with the vast national resources you expect from the retail division of the world’s sixth largest insurance broker. We are an equal opportunity employer.

**Salary and Benefits:** Salary for this position will be high end of scale based on the most recent Executive Salary Survey, published by the National Association for Pooling, and in line with the experience of the applicant. Benefits are reflective of our industry and includes health, dental, vison, flexible spending, 401K company match of 6% and Stock purchase plan as well as significant bonus opportunities.