

DEPUTY DIRECTOR

Responsibilities

- Work collaboratively with the MABE Executive Director to implement and enhance MABE programs and services for all MABE members.
- Administer the three MABE Pooling entities, the Property Casualty Group Insurance Pool, the Workers' Compensation Group Self- Insurance Fund and the Pooled OPEB Investment Trust.
- Work collaboratively with each of the Pools' Boards of Trustees to ensure their programs are secure, financially solvent, and responsive to member needs.
- Oversee and manage all Pooling functions including Claims, Risk Management, Underwriting, Finance, Information Technology, and Investments.
- Supervise and oversee external Pooling partners including Counsel, consultants, underwriters, brokers, reinsurers, excess insurers, financial auditors, actuaries, and lobbyists.
- Lead all personnel and manage administrative matters on a day-to-day basis.

Qualifications

- Experience involving the operation of Insurance Programs or Pooling and/or education administration, with 5 to 7 years of progressive management experience.
- Bachelor's degree, preferably in business administration, public administration, or a related field. Further education a plus.
- Broad knowledge and understanding of equity and fixed income investments and the ability to comprehend and work with investment professionals.

Required Skills/Abilities

- Strong listening skills and the ability to answer member questions, concerns and issues calmly in hectic situations.
- Highly effective communications skills with members, staff, and partners.
- Demonstrated ability to be a self-starter and to work independently.
- Strong attention to detail and willingness to be engaged in all MABE and Pooling processes.

Salary & Benefits

Salary commensurate with experience

- Generous health insurance plan • Life and disability insurance • SEP/IRA retirement plan
- Tuition and training reimbursement
 - Annual vacation and sick leave

Application

Applicants should email a letter of interest, resume, and three references to:

Steven James, Deputy Director
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Annapolis, Maryland 21401
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