



## KELLER AUGUSTA

Interested and qualified candidates, please submit your resume to:  
Ellen Haber, Managing Director – ellen@kelleraugusta.com – 917.842.0328  
And/or Ashley Brown, Associate – ashley@kelleraugusta.com – 781.697.5831

**Job Title:** Director, Insurance Risk Management  
**Reports To:** Managing Director of U.S. Real Estate Investment Insurance Risk  
**Location:** Boston, MA or Charlotte, NC

### **Firm Overview:**

Our client is a leading global financial services firm dedicated to meeting the evolving investment and capital needs of our clients and customers. Through active asset management and direct origination, we provide innovative solutions and access to differentiated opportunities across public and private capital markets. A subsidiary of MassMutual, our client maintains a strong global presence with business and investment professionals located across North America, Europe and Asia Pacific.

### **Job Summary and Required Responsibilities:**

Our client is responsible for advising the company in all aspects of insurance coverage and its commercial real estate equity investments and for the placement and administration of the Real Estate Equity insurance programs. The Director will report directly to the Managing Director of U.S. Real Estate Investment Insurance Risk and will work closely with providing support to Associate Director, and Insurance Analyst(s).

- Support the Managing Director in managing the Insurance Risk workload handling day to day questions from internal and external parties regarding all insurance related matters
- Place project specific insurance where required
- Support the Associate Director in overseeing the property, liability, pollution claims, and litigation
- Assist with the placement of portfolio-wide property and liability insurance programs, environmental, and terrorism coverage. Taking the lead on data collection, exposure analysis, and coordination
- Manage the acquisition and disposition process related to risk management
- Review and negotiate contracts, including JV agreements, leases, access agreements, vendor contracts, loans and construction agreements
- Work with the company's brokers, outside consultants, and lenders
- Oversee insurance premium process. Payment tracking, quarterly adjustments Etc.
- Assist the Managing Director with RFP requests and presentations and special projects
- Manage the RMS (Risk Management System) for data integrity, enhancements, and workload

### **Qualifications**

- Bachelor's degree in Risk Management, Business or Real Estate required
- Supervisory experience is preferred
- Minimum of 7-10 years of experience in commercial real estate insurance, risk management, construction risk, and commercial lending is a plus
- Strong knowledge of real estate construction insurance
- ARM, CRIS or CPCU designation preferred
- Demonstrated knowledge of all commercial real estate insurance coverage required
- Proficiency with Microsoft Word, Excel and Outlook

### **Skills**

- Strong interpersonal skills; must be able to interface with all levels of internal personnel and with external clients and service providers
- Supervisory experience is required
- Excellent oral and written communication skills
- Excellent analytical skills; must be detail-oriented



## **KELLER AUGUSTA**

- Strong organizational skills and ability to prioritize and handle multiple tasks
- Ability to work independently and as a team member
- Superior customer service and responsive to the needs of the client and the company
- Ability to work effectively under pressure
- Excellent problem solving skills; must be proactive and think ahead to solve problems
- Ability to prioritize and multi-task