



Job Opening Announcement

**Title: Executive Director, Washington Counties Insurance Fund
Tumwater, WA**

Overview

The Washington Counties Insurance Fund (WCIF or Fund) is a public sector non-profit multiple employer benefits trust located in Tumwater, WA. Established in 1958 by the Washington State Association of Counties, WCIF has grown to serve over 130 participating employer groups and over 30,000 enrollees, providing medical, dental, vision, and a variety other employee health and welfare benefits. WCIF currently has a full-time staff of eight employees based out of the WCIF office in Tumwater, Washington that provides all facets of service and support to participating members.

The Executive Director is employed as the chief executive officer of WCIF, manages the day to day operations, and serves as the representative of the WCIF Board of Trustees in the oversight of the Fund. Responsibilities include the planning, development, and implementation of all policies, practices, and operations of the Fund to ensure that all financial and strategic objectives established by the WCIF Board of Trustees are met. The position reports to and is fully accountable to the WCIF Board of Trustees.

Responsibilities include:

- Responsible for all day to day operations including staff development, training, supervision, discipline, promotion, and all other related personnel matters.
- Provides lead liaison role with Board members and employer representatives and makes recommendations to the WCIF Board of Trustees on courses of action for business and benefit strategies to meet organizational goals and objectives.
- Works with the Chair of the WCIF Board of Trustees to schedule and coordinate meetings as necessary and required to conduct the business of the organization.
- Responsible for the development and presentation of the annual WCIF budget to the Board of Trustees.
- Manages activities and monitors performance of benefit consultants, attorneys, third party administrators, accountants, actuaries, IT providers, and any other contracted advisors.
- Responsible for the internal accounting system including procedures and controls that are in full compliance with the requirements of the Washington State Auditor's Office.
- Works with benefit consultants to develop renewal strategies and negotiate renewal contracts with insurance carriers for benefit plans sponsored by WCIF.



- Directs and manages sales, marketing, and promotional efforts to attract new business and retain current membership.
- Responsible for oversight of the WCIF wellness program
- Oversees the development and distribution of all employer and employee benefit communications.
- Ensures compliance with all state and federal laws and regulations as they apply to the Fund.
- Performs any other duties or functions as assigned by the WCIF Board of Trustees.

Required Qualifications:

- The successful applicant should have at least 7 years of senior level management experience, with management experience in the fields of employee benefits, employer benefits administration, or association health plan administration strongly preferred.
- Requires strong skills and experience in financial/business analysis, fiscal management, and budget development and administration.
- Requires excellent interpersonal communication skills and the ability to foster a cooperative work environment.
- Proficiency in Microsoft Office software including Word, Excel, and PowerPoint.
- Must be a licensed producer authorized to sell Life and Disability products in Washington State or be willing and able to become licensed.

Compensation Information

The salary range for this position is \$129,547 to \$164,106. The starting salary will be less than the top of the range and will be dependent on the successful applicant's qualifications and experience. WCIF also offers an excellent benefits package including employer provided health insurance and participation in the Washington State PERS retirement plan.

Application Information

More information on WCIF can be found at wcif.net. While the position will remain open until filled, interested applicants should submit a **cover letter** and electronic copy of their **resume** to Jon Kaino at jon@wcif.net no later than **4:00 PM on Thursday, February 18, 2021** to be included in the first review. Please include both the cover letter and resume **as attachments** and enter "WCIF Executive Director Application" on the subject line of the email. WCIF is an Equal Opportunity Employer.