

# *Oklahoma Property and Casualty Insurance Guaranty Association*

## **Job Opening    General Manager**

The Oklahoma Property and Casualty Insurance Guaranty Association (OPCIGA) has an opening for the position of General Manager. This position reports to the OPCIGA Board of Directors. Resumés will be accepted through April 20, 2018. Email resumés to: [gjones@mcg-ins.com](mailto:gjones@mcg-ins.com).

### **OVERVIEW**

As chief executive of OPCIGA this individual is responsible for proactively implementing and executing the Plan of Operation approved by the Board of Directors and Commissioner of Insurance as authorized by The Oklahoma Property and Casualty Insurance Guaranty Association Act.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Identify, develop and direct the implementation of the business strategy as described in the Plan of Operation.
- Plan and direct the organization's activities to achieve stated targets and standards for all functions: including but not limited to – operations, financial matters, claims handling, quality assurance, cultural considerations and legislative adherence.
- Recruit, select and develop team members.
- Contracts for services provided to OPCIGA by consultants and third-party service providers and oversees performance of contracts. Escalates contract approval to Board as required.
- Represents the interests of OPCIGA and its member insurers and serves as an information resource about OPCIGA and the property and casualty insurance guaranty association system.
- Attends guaranty association and National Conference of Insurance Guaranty Association (NCIGF) meetings and conferences; participates in NCIGF coordinating committee calls and meetings responding to insurer insolvency or liquidation issues; and attends insurance industry business meetings and conferences approved by the Board.
- Establishes and maintains effective working relationships with staff, Board, Oklahoma Receivership Office, Oklahoma Insurance Department, Member Insurers, NCIGF, and other guaranty associations.

### **CRUCIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Provides leadership, supplies vision, and develops positive organizational culture.
- Understands insurance coverage and capable of analyzing various coverage issues.
- Possesses the skill set and knowledge needed to oversee office administration, nonprofit financial accounting, information systems and technology, and data management functions.
- Demonstrates excellent verbal and written communication skills.

### **QUALIFICATIONS**

- Bachelor's degree in insurance, business administration, or another related field.
- Directly related management experience and demonstrated ability to lead.
- Ten years or more of direct claims handling, negotiation and settlement experience.
- Advanced degree or professional designation.

**NOTE:** Applicants considered for the position must complete an Employment Application. The selected applicant must pass a background check.