



Job Title	Corporate and Project Insurance Manager
PVN ID	RF-2406-006308
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Finance
Status	Full Time
Annual Salary	\$98,103.00 - \$106,278.00
Hour(s) a Week	35
Closing Date	Aug 14, 2024 (Or Until Filled)

General Description

Reporting directly to the Controller, the Corporate and Project Insurance Manager is responsible for the following areas: Manages all aspects of the RF's insurance programs, provides expertise and advice in the navigation of complex challenges facing risk management and recommends solutions and provides options for optimal risk related to all managed insurance programs.

Other Duties

Responsible for all facets of the RF's corporate and project insurance programs

- Act as primary point of contact between the broker, underwriters, and CUNY clients
- Prioritize RF's risk management priorities throughout the RF's operations and activities
- Manage application processes for annual and supplementary insurance renewals
- Participate in pricing discussions for insurance programs
- Prepare recommendations and reports on present and future insurance coverage issues
- Facilitate and track all premium payments to insurance carriers (amounting to approx. \$1.6 million/yr as of '24)
- Handle annual billing and collection of premiums owed the RF for supplemental coverage provided projects
- Maintain schedules of insured and contact persons for all policies, which cover specific grants
- Maintain documentation on fleet cars and drivers, as well as property and equipment schedules
- In consultation with the Legal Affairs Department, coordinate all auto, property, and personal injury claims and payments
- Coordinate litigation and claims against the RF
- Participate in Related Entity discussions with building management for risk and insurance issues
- Develop, document, and publish all insurance management procedures and policies
- Maintain library of all RF commercial insurance policies
- Keep current on all RF benefit and insurance programs
- Gather information for annual insurance audits and interfaces with auditors/ underwriters

- Coordinate compliance with legal and governmental agencies on insurance issues
- Review leases and contracts for insurance requirements
- Determine and allocate the cost of insurance by conducting surveys and analyzing data
- Implement exposure control programs
- Establish new retention programs in response to changing conditions at the RF
- Provide guidance and advice on insurance topics to the RF Legal Affairs Department and client services

Additional Responsibilities:

- Manage financial reporting of Charitable Gift Annuity (CGA) & NYS tax credit program in conjunction with CUNY Development
- Maintain RF's state registrations and relationship with registered agent service provider
- Perform statistical analysis and develop tabular material
- Develop and document Finance Department programs, systems, procedures, and policies
- Draft memoranda, routine correspondence, and summaries of documents as requested
- Assist department managers with program development and initiatives germane to their respective areas
- Process payment for the service provider for the unemployment benefits reimbursement
- Participate in the CUNY insurance discussions and meetings
- Design and execute off-site insurance training programs at CUNY Campuses
- Other duties as assigned

Qualifications

- Bachelor's degree in accounting, finance, statistics or related field
- Master's degree in business administration, or insurance management preferred
- Advanced training in Accounting
- Minimum of 8 years of experience managing corporate insurance program
- Experience with managing corporate insurance for office owned tenant space
- Experience in dealing with insurance brokers, underwriters and insurers
- Experience liaising with various departments including Legal Affairs, HR, IT and external stakeholders
- Certifications or designations in legal principles and risk insurance (ARM or CPCU)a plus
- Excellent organizational, written, and communication skills
- Research and writing experience in an academic or business environment
- Knowledge of Microsoft Office Software
- Experience with databases
- Familiarity with university structures and a range of academic fields highly desirable
- Ability to deal with all levels of management
- Ability to work well in a (50%) hybrid setting, while understanding team dynamics and deadlines