

# Miami Valley Risk Management Association

*Invitation for Your Interest*



**Seeking Next Executive Director/CEO**



# CONTENTS

- Community .....2
- Who is MVRMA.....3
- Candidate Profile .....4
- Sample Responsibilities for Executive Director.....6
- Education and Experience.....8
- MVRMA Family Members.....9
- Application and Selection Process.....10



# The Community

## Dayton & Cincinnati Urban (Southwest Ohio)

The Dayton and Cincinnati area, also known as the Miami Valley region in Ohio, encompasses several counties and cities, including Dayton, Cincinnati and more. Here's a brief overview of these two cities:

**Dayton:** Dayton is the sixth-largest city in Ohio and is known for its rich history in aviation and innovation. It is home to the National Museum of the United States Air Force, which showcases various aircraft and exhibits related to aviation history. Dayton is also famous for the Wright brothers, who developed and flew the world's first successful airplane here. The city offers a range of cultural attractions, including theaters, museums, and parks. The Oregon District is a popular area with restaurants, bars, and shops. Additionally, education is well-represented in the region, with several universities and colleges, including the University of Dayton, Wright State University, and Sinclair Community College.

**Cincinnati:** Cincinnati is the third-largest city in Ohio and is located along the Ohio River. Known for its vibrant arts and culture scene, Cincinnati offers a variety of attractions, including the Cincinnati Art Museum, the Cincinnati Music Hall, and the Cincinnati Zoo & Botanical Garden. The city is also renowned for its sports teams, such as the Cincinnati Reds (MLB) and the Cincinnati Bengals (NFL). Cincinnati's neighborhoods each have their own unique character, with areas like Over-the-Rhine known for its historic architecture and entertainment venues. The city hosts numerous festivals, including the Cincinnati May Festival, Oktoberfest Zinzinnati, and the Taste of Cincinnati.

Overall, the Miami Valley region in Ohio combines a rich history, diverse industries, cultural attractions, and natural beauty, making it a dynamic and appealing place to live, work, and explore.



## Who is MVRMA

Miami Valley Risk Management Association (MVRMA) is a member-driven risk management pool, organized as a “joint self-insurance pool” pursuant to Ohio Revised Code 2744.081, whose mission is to deliver high quality risk management services to its member municipalities in a manner that provides long-term financial stability, minimization of risks and protection of mutual interests.

MVRMA was formed in 1988 by six charter member cities and has selectively increased membership to 21 cities located in southwest Ohio.

MVRMA addresses its members’ risk management and risk financing needs by providing a combination of self-insurance and commercial insurance/reinsurance for members’ property and casualty exposures. MVRMA offers many value-added services, including a claims/litigation management program, extensive loss control consulting and training, and acts as a clearing house for risk management information.





# Candidate Profile

## Executive Director

The Board of Trustees seeks to hire an Executive Director to fill the upcoming vacancy due to the current Executive Director's forthcoming retirement. The Executive Director is the pool's chief executive officer and leads a team of 2-3 staff members as well as supervises numerous contracted services. The Executive Director manages and directs the day-to-day activities of the risk pool and is appointed and supervised by the MVRMA Board of Trustees.

MVRMA is seeking a strong, competent executive director with highly developed analytical and problem-solving skills. The ideal candidate will be technically well-grounded and experienced in all aspects of public entities, insurance and related risk management. As critical as technical competence skills are, interpersonal and leadership skills are just as important. In addition, MVRMA prefers candidates with the following characteristics:



- A proven track record in effectively leading and managing subordinates by developing organizational talent, encouraging continuous improvement, and developing loyalty and commitment in others.
- The ability to establish and maintain effective working relationships and to communicate effectively with other staff, administration, and public entity leaders.
- The ability to take the vision of the MVRMA BOT and translate it into a clear, actionable, and creative vision.
- The ability to analyze statistical information and organize data to arrive at sound conclusions.
- Outstanding oral and written communication ability with highly developed presentation skills.
- The ability to present complex issues in a clear and understandable way.
- The ability to make independent judgments and defend a position logically and diplomatically.

## Ideal Candidate Profile

The next executive director for MVRMA will be a passionate servant leader with great vision for leading our Pool and a strong desire to make a significant impact to all of our City members and their risk management programs. Our new leader will be competitive in nature and be willing to continue making sure MVRMA is the best pool for Cities in the State of Ohio. An innovator who can see potential situations and be adept in creating strategy for solving current problems/issues as well as being able to capitalize on opportunities to benefit MVRMA and it's members.



This person will lead the pool staff along with staff members at all respective members by continuing best risk management practices along with identifying new ones. Someone who is embracing of emerging technology and the ability to evaluate whether there is short/long term benefit of MVRMA investing/integrating. Our new leader will be fiscally responsible with a strong financial background.

The candidate will communicate effectively with BOT members, City staff members, Pool Staff vendors etc. The MVRMA brand is extremely important to our pool and the new Executive Director will be embracing of this and full commitment to further enhancing the brand MVRMA has built. Knowing when to exercise personal judgement and when to seek consensus with the ability to effectively do both is critical.

The candidate will have a great understanding of the value of relationships and the importance of maximizing relationships for the benefit of MVRMA.

# Sample Responsibilities for Executive Director (not all encompassing)

## Pool Administration

- Carry out the policies of the BOT and sub committees and manage the day-to-day operations of MVRMA in compliance with applicable ORC/statute, administrative code, by laws and plan of risk management
- Maintain official records of the Pool, both historic and current fund year. (Membership documents/applications etc....)
- Create and maintain relationships with trustees, key personnel, and others within member city organizations.
- Represent the pool in a professional manner to outside parties including prospective members, local government officials, and those in the insurance and pooling communities.
- Schedule and arrange BOT meetings as determined by Board. Ensure these meetings are in accordance with applicable Ohio Public meeting laws. Prepare agendas, and, compile all necessary handout materials for inclusion in agenda packets and prepare distribution.
- Research any issues as directed by the BOT or sub committees and implement BOT policies and programs.
- Present Board of Trustees with information on emerging risk management and insurance issues
- Conduct periodic reviews of all organizational policies and present recommendations to the Board of Trustees.
- Establish standards for the exceptional delivery of services to the members.
- Evaluate and monitor the appropriate delivery of services by internal staff or outside service providers.
- Monitor and coordinate activities of vendors and outside service providers to ensure the delivery of services in accordance with MVRMA's standards of service.
- Represent MVRMA in all dealings with outside vendors and service providers. Evaluate prospective vendors and service providers and make recommendations to the Board for contracting of services.
- Establish employees' performance goals to support the mission of the pool. Monitor employee performance and mentor employees to maximize their potential.
- Solicit proposals for services in accordance with any Ohio Contract Laws if applicable.
- Plan and coordinate all special events, meetings, PRIMA/AGRIP conferences, pool retreats and planning conferences.
- Conduct orientations of new trustees
- Participate on all Pool sub-committees unless directed otherwise by BOT
- Counsel/Advise members on coverage questions
- Respond to members requests for presentations or assistance at City Council meetings or any internal member meetings.
- Coordinate annual renewal process including renewal of all professional contracts
- Manage communication/process with prospective members
- Perform other duties as provided by BOT, the bylaws and ORC or regulations of Ohio as they change or are presented.
- Conduct a coverage study for all lines to ensure adequate limits to accommodate increasing exposures.

# Sample Responsibilities for Executive Director (not all encompassing)

## Finance & Accounting

- Prepare annual budget and workplan for BOT and finance committee
- Review and authorize all expenditures subject to vendor contract terms
- Responsible for the preparation, either internally or through outside service provider, of monthly financial statements, Annual Comprehensive Financial Report, and ad hoc financial reports are needed.
- Monitor financial condition of pool and be able to educate BOT on all aspects of the pool's financial statements.
- Monitor financial condition of the pool and make recommendations to BOT regarding additional assessments or dividend distributions.
- Monitor financial condition of the Fund and invest interim funds appropriately in accordance with Board Policy
- Coordinate annual audit and any mid-year financial reviews
- Recommend Member Contributions & Loss fund contributions for every member
- Manage and forecast Loss Fund Refunds for entire membership as loss years are closed
- Monitor all Treasury functions
- Be able to educate BOT on all aspects of the pools financial statements and operations.
- Perform Self-Insured Retention (SIR) analysis no less than annually to determine optimal SIR's based upon actuary reports and cost of reinsurance
- Work with TPA on claims payments and special handling instructions. Arrange third-party audits of claims files periodically.

## Risk Management & Claims

- Review Loss Control reports in order to monitor effectiveness of Loss Control Manager activities and initiatives
- Monitor MVRMA sponsored safety training programs for effectiveness
- Monitor performance of third-party claims administrator through claims audits, on site visits and feedback from members
- Review claims correspondence and comment, where appropriate upon effectiveness of claims management efforts. Challenge adjuster, Pool Attorney, Defense Attorney etc in order to encourage best and most cost effective outcomes for members
- Counsel members on claims issues
- Maintain copies of current and historical loss runs for individual members and Pool summaries. Distribute regular reports of open and closed claims to members and ad hoc reporting as needed.
- Develop and maintain manuals designed to assist members in fulfilling their responsibilities
- Maintain membership in professional organizations dedicated to risk management.
- Maintain subscriptions to trade magazines, periodicals for MVRMA staff and membership



## Education & Experience

The successful candidate should hold a bachelor's degree from an accredited college or university in risk management, business administration, public administration, or other related field.

Additionally, the candidate should have five or more years of related experience in the insurance industry, public administration or another field with responsibilities or oversight of risk management; or any equivalent combination of education, experience, certifications, and training which provides the required knowledge, skills, and abilities.

Equal consideration will be given to internal and external candidates.

### COMPENSATION AND BENEFITS

This is a full-time position. The starting salary and benefits are highly competitive and negotiable depending upon the experience and qualifications of the successful candidate. Some of the benefits included:

- Minimum Starting salary of \$125,000
- OPERS Participation
- Competitive Paid time off with Paid Holiday Schedule
- Medical Insurance – employer pays 90% of premium
- Dental and Vision – employer pays 100% of premium
- Term Life Insurance
- Short- & Long-Term Disability Benefits
- Car Allowance
- 457 Plan Deferred Compensation elective options



# MVRMA Family Members

MVRMA is very proud of its members and the quality of each organization along with rich history within each community. The collaboration amongst this group is second to none which has allowed MVRMA to be one of the premier pools in the United States.



# Application & Selection Process

Qualified candidates please submit your cover letter and resume to our consultants' email which is [adam\\_balls@wrmlc.com](mailto:adam_balls@wrmlc.com) . This position is open until filled; however, interested applicants are strongly encouraged to apply no later than July 15, 2023. Applicants will be screened against criteria outlined in this brochure.

Following the first review, applications will be screened against criteria provided in this brochure, and MVRMA will consider offering interviews to selected candidates. Interviews with MVRMA will be offered to those candidates named as Finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.



**For More information please contact:**

**Adam Balls CLCS, CIC, CRM, CSRM  
MVRMA Consultant  
P: (513) 939 – 9142  
E: adam\_balls@wrmlc.com**