

# CICV Job Description

**Position Title:** Executive Director of the CICV Health Consortium Plan

**FLSA Status:** Exempt

**Date:** August 15, 2009

**Reports To:** CICV Board of Directors

## Position Summary:

The CICV (Council of Independent Colleges in Virginia) Health Consortium Plan is a joint, self-funded health plan for the faculty and staff of member colleges and universities. The Executive Director of the CICV Health Consortium Plan serves as the chief operating officer of the organization and conducts daily operations of the consortium. The executive director plans and manages all aspects of the organization's policies, and is responsible for the short and long-term success and growth of the consortium.

## Supervises:

Manages one or two direct reports

## Essential Functions:

- ◆ Provide leadership for the organization
- ◆ Manage day-to-day plan administration
- ◆ Assist the board in creating and maintaining a vision for the organization
- ◆ Provide information and education to board members, campuses, and participants
- ◆ Develop communication processes to maximize participants' understanding and appreciation of consortium programs
- ◆ Oversee the management of external vendors
- ◆ Train and supervise all consortium employees
- ◆ Serve as ex-officio member of all standing committees
- ◆ Ensure compliance with all applicable state and federal legislation and regulations
- ◆ Act in concert with legal counsel to minimize the risk of any identified legal actions
- ◆ Maintain professional and ethical business practices with all parties which interact with the consortium
- ◆ Monitor financial status of the plan provide regular reports to the board on financial and administrative matters

## Other Responsibilities:

- ◆ Ensure that customer service goals for selected vendors and the consortium office are identified, defined, and met
- ◆ Devise new or revised policies and/or processes to improve the consortium's benefit plans and operations
- ◆ Oversee all financial functions to ensure accurate and timely accounting, proper month-end closing, etc.
- ◆ Design and coordinate a wide variety of accounting and statistical data and reports
- ◆ Attain short and long-term financial and operational goals
- ◆ Demonstrate expertise in a variety of health and welfare plans' concepts, practices, and procedures

- ◆ Mentor and foster professional development of the consortium staff and human resources staffs of member institutions
- ◆ Establish organizational development processes for the consortium
- ◆ Identify best practices and assess how they may be applied to the consortium and its member institutions
- ◆ Work with the board to ensure the best use of the organization's resources by defining and planning strategic and long-range goals
- ◆ Work in concert with CICV staff on collaborative efforts that fall within his/her areas of expertise
- ◆ Provide timely responses to member inquiries
- ◆ Other duties as assigned

**Education and Training Required:**

- ◆ Bachelor's degree and ten or more years of management experience in employee benefits, insurance or related field; with considerable exposure to self-funded health and welfare plans
- ◆ Attainment of Certified Employee Benefit Specialist (CEBS) designation, or equivalent combination of education and experience is a plus
- ◆ Proficiency with Microsoft Office, databases, and web applications
- ◆ Excellent organizational skills
- ◆ Excellent communication skills
- ◆ Strong conflict resolution and negotiation skills and ability to deal effectively with sensitive human relations issues
- ◆ Strong leadership skills including ability to influence and persuade others
- ◆ Ability to work in a team environment