



DELAWARE VALLEY INSURANCE TRUSTS EXECUTIVE DIRECTOR



DELAWARE VALLEY INSURANCE TRUSTS HORSHAM, PENNSYLVANIA EXECUTIVE DIRECTOR



POSITION PROFILE

GovHR USA is pleased to announce the recruitment and selection process for an Executive Director for the Delaware Valley Insurance Trusts Executive Director.

Municipal insurance pools are formed all over the country to address a multitude of risks, including property loss, employee benefits, workers' compensation, and health insurance. Delaware Valley Insurance Trusts are member-owned, not-for-profit associations of public entities providing risk management services and insurance services through a pooled arrangement. The Trusts do not rely on broker services. Specifically, the Delaware Valley Trusts offers workers' compensation, property and liability and health insurance for municipalities and school districts in Pennsylvania and Delaware.

The Delaware Valley Insurance Trust's corporate office is in Horsham, Pennsylvania, part of the Philadelphia MSA. Horsham and the surrounding Philadelphia MSA has much to offer; from nature, culture, restaurants, and entertainment to top notch hospitals, colleges, and universities. The region also offers convenient access to the rest of the east coast and all its attractions.

More about the Delaware Valley Trusts: <https://dvtrusts.com/>



THE ORGANIZATION

The Delaware Valley Trusts includes the Delaware Valley Municipal Management Association (DVMMA), the Delaware Valley Property and Liability Trust (DVPLT), the Delaware Valley Workers' Compensation Trust (DVWCT) and the Delaware Valley Health Trust (DVHT), each of which is a "Member Trust."

The Property and Liability Trust was formed in 1989 with 18 charter members. The Workers' Compensation Trust was established soon after, in 1992 and in 1999, as member municipalities experienced the volatility of health insurance rates, The Health Trust was formed.

The Delaware Valley Trusts only serve public entities and offer a lower expense ratio than commercial carriers. Experienced Trust managers and staff know the public sector and how to uniquely serve and develop programs to mitigate risk and the financial impacts of any losses.

Delaware Valley Property and Liability Trust (DVPLT)

Property and Liability Trust members benefit from in-house claims adjudication and litigation management, customized loss control service and a wide array of value-added services, including best-in-class training. Excess funds are returned to members through cash dividends, multi-trust discounts, a Rate Stabilization Fund and loss control grants. Coverages include Police Professional Liability, Business Auto Liability, Public Officials Liability, Fiduciary Liability, Excess Liability, Heart and Lung and Sexual Abuse. Property Coverage includes Boiler and Machinery, Crime, Auto Physical Damage and Cyber (First Party Loss).



Delaware Valley Workers' Compensation Trust (DVWCT)

The Workers Compensation Trust offers alternative quality statutory workers' compensation and employer's liability coverage and stable rates well below those offered by commercial carriers. Members enjoy in-house claims adjudication and litigation management, customized injury, and illness prevention services as well as numerous training programs. Excess funds are returned to members through cash dividends, multi-trust discounts, a Rate Stabilization Fund and lost control grants.



Delaware Valley Health Insurance Trust (DVHT)

The Health Trust provided comprehensive health coverage to over 23,000 public entity employees and their families throughout Pennsylvania and Delaware. Since 1999, Health Trust Members have enjoyed long-term premium stability, superior member service, first-class claims adjudication and a wide array of exclusive value-added benefits anchored by robust wellness programs. Expert trust management has consistently kept average rate renewals in the single digits while simultaneously dedicating over \$73 million to the members since 2004 through the Rate Stabilization Fund. The Health Trust has over 160 members.



DELAWARE VALLEY TRUSTS BY THE NUMBERS:

163 public employer participants in The Health Trust (DVHT)

23,000 covered lives

3.4% Average Annual Renewal Rate for Members

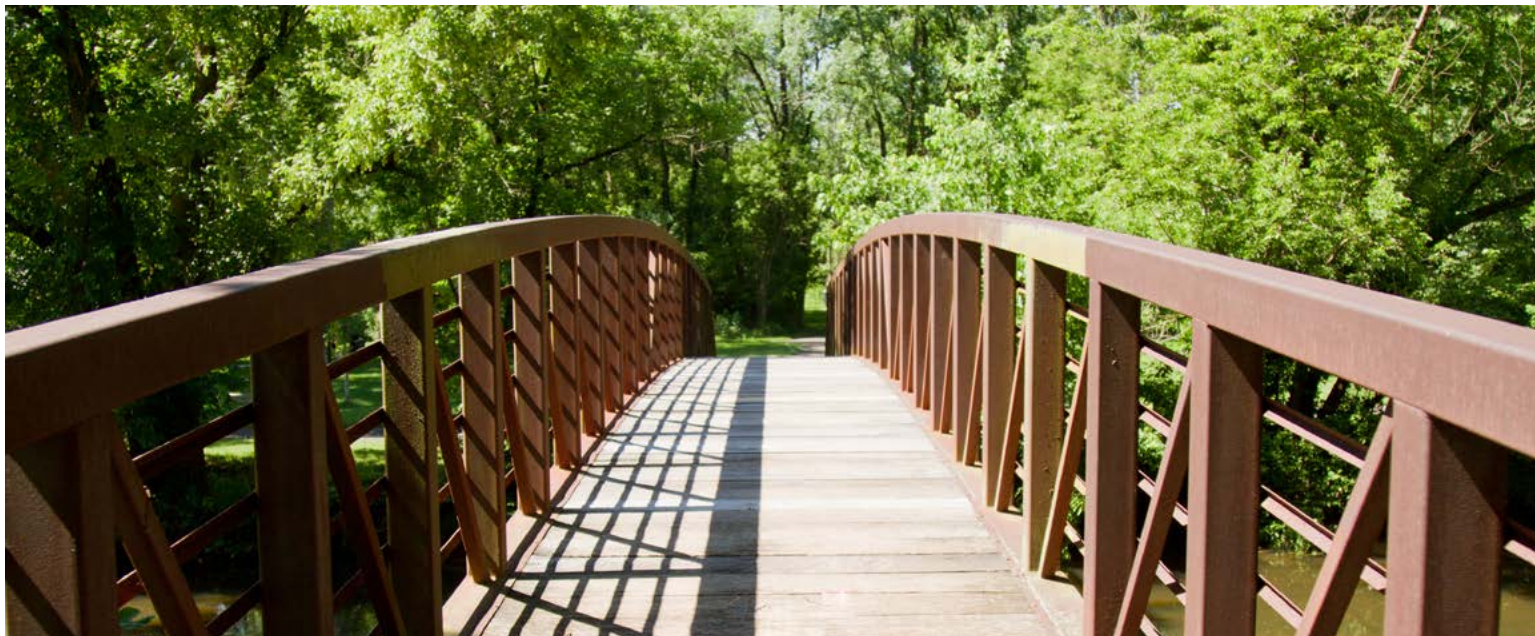
104 public employer participants in the Worker's Compensation Trust (DVWCT)

Coverage for **9,800** public employees

3% Average rate DECREASE for members in 2022

73 public employer participants in Property and Liability Trust (DVPLT)

18 founding members in 1989



ROLE OF THE EXECUTIVE DIRECTOR

Appointed by and reporting to the 6-member Board of Managers of the Delaware Valley Municipal Management Association (DVMMA), the Executive Director is responsible for general oversight and management of the Delaware Valley Property and Liability Trust (DVPLT), Delaware Valley Workers' Compensation Trust (DVWCT) and Delaware Valley Health Trust (DVHT), each of which are a "Member Trusts". The Executive Director is accountable to the Executive Committees of DVPLT, DVWCT and DVHT and the membership for optimum service and financial return. The Executive Director's duties also include implementation and development of policies and plans for each Trust in conjunction with the Executive Committees, and for maintaining operating efficiency. The Trusts have a staff of approximately forty-two (42) full-time employees. The Executive Director has seven direct reports. Annual revenue for all three Trusts is \$250 - \$300 Million, with an investment portfolio of approximately the same amount.

The Executive Director responsibilities include the following:

- Provide general oversight and management of day-to-day operations and supervision of all employees.
- Attend all monthly Executive Committee meetings, annual meetings of DVMMA and its Member Trusts, and all meetings of the DVMMA Board of Managers. Develop Executive Committee agendas.
- Oversee the fiscal activities of DVMMA and its Member Trusts including preparation and presentation of all annual budgets, financial statements, and audits for DVMMA and its Member Trusts. Ensure DVMMA and its Member Trusts have adequate capital to support short-term and long-term obligations and goals.
- Determine and recommend annual contributions for each public entity participant in each Member Trust, acting with the advice of the Member Trusts' underwriting consultants and actuaries in accordance with all applicable Trust Agreement and By-Law provisions.
- Oversee the defense and payment of claims for all Member Trusts.
- Direct all marketing on behalf of the Member Trusts.
- Evaluate and recommend approval or denial of all applications for Trust membership in consultation with the Member Trusts' underwriting consultants.
- Participate in legislative and regulatory outreach on behalf of the Member Trusts at the state and federal levels.
- Serve as a main point of contact and maintain regular communication with all member appointed Trustees.
- Be actively engaged with the membership.



OPPORTUNITIES AND CHALLENGES

The new Executive Director is expected to work with the 6-Member DVMMA Board of Managers, staff, membership, and other stakeholders on a wide variety of projects and initiatives. Some of the opportunities and challenges include:

- Assessing the current staffing structure and staffing levels of the Trust to ensure that the organization can provide expected customer service levels as determined by the Executive Committee to meet the needs of the member communities.
- Foster a positive and productive work environment that recruits and retains staff.
- Ensure there is a process for selecting, developing, motivating, and evaluating staff.
- Identify specific accountabilities for management personnel and evaluate performance regularly.
- Conduct member outreach, specifically connecting with members on a regular basis and ensuring that there is a shared understanding of the Trust's history and value.
- Develop and implement pro-active strategies to ensure that communication is cohesive and timely for staff, board members and trust membership.
- Ensure that membership growth is measured and strategic and that the organization is staffed for expansion.



CANDIDATE QUALIFICATION CRITERIA

The following education, experience, leadership, and management criteria have been identified as important skills and abilities for candidates to possess and demonstrate:

- A bachelor's degree in business, public administration, marketing, communications, or a related field. A master's is preferred. An extensive background and knowledge of local government operation is highly desirable. A designation such as ARM, ARM-P, CRM or CPCU is also desirable, or any combination of education and experience that would demonstrate the ability to perform the work.
- Candidates must also have a minimum of five years of experience in risk management, insurance administration, municipal management, or a related field. Experience of ten years or more is preferred. Proven experience in public sector risk management and workers' compensation is highly desired.
- Candidates must possess a strong financial acumen with an appropriate tolerance for risk, and the ability to maintain the Trust's balanced fiscal approach while providing valuable service to its members. Understanding and strong evaluation skills of both insurance accounting functions and budgetary activities are a necessity and requirement of the position.
- Candidates should have strong interpersonal skills to effectively cultivate and maintain relationships with Board members, Trust staff, current and prospective members, consultants and vendors.
- Candidates must have strong decision-making skills with the ability to manage multiple priorities and projects and analyze the issues and provide the Executive Committees with recommendations that reflect the Trust's goals and values.



CANDIDATE CHARACTERISTICS AND TRAITS

- Candidates must be current on the issues facing the risk pool industry and possess the ability to provide leadership and guidance on emerging issues and challenges.
- Candidates must possess well developed interpersonal skills with a genuine desire to meet with members, discuss the Trusts' programs and services, and actively participate in the marketing of the Trusts' excellence in the industry.
- Candidates must have board relations experience, with the ability to effectively communicate with three separate Executive Committees consisting of between 5 and 7 members and any standing committee.
- Candidates must understand the nuances of board-manager relations and know how to effectively communicate issues to the Board in an informative manner, providing well-developed recommendations when appropriate.
- Candidates must have the experience of explaining complex insurance related issues to lay persons, particularly during the settlement of complicated and financially significant claims.
- Candidates must be critical thinkers who astutely analyze situations, data and other technical to provide well-researched recommendations to the Executive Committees and staff.
- Candidates must have a record of fostering teamwork in the workplace, with an approachable management style that encourages creativity and innovation. Candidates must have a record of effective leadership of professional staff members that is fair, impartial, and collegial.
- Candidates must have a passion for strategic planning as well as succession planning, with the ability to see the Trust's future challenges and plan accordingly.
- Candidates must possess well-developed active listening and communication skills with the ability to give engaging public presentations and ensure that internal communications are effective and keep employees apprised of organizational initiatives.
- Candidates must exhibit integrity, respect for others, and a commitment to fostering a transparent, open, organization, with a collaborative approach and a genuine desire to connect with all the Trusts' stakeholders.



TO APPLY

The expected starting salary for the position is \$260,000 to \$300,000 +/- DOQ, with excellent benefits. Relocation assistance is negotiable. Submit résumé, cover letter, and contact information for five professional references by June 30, 2023 online to Charlene R. Stevens, Senior Vice President, GovHR USA, LLC – www.GovHRjobs.com. Questions regarding the recruitment may be directed to Charlene Stevens, Senior Vice President GovHR USA at 847-380-3240 ext. 124. Delaware Valley Trusts is an Equal Opportunity Employer.