



Job Description

POSITION TITLE:	Manager of Risk & Insurance
DEPARTMENT:	Office of Risk Management
REPORTS TO:	Chief Financial Officer/Chief Admin. Officer
FLSA:	Exempt

POSITION SUMMARY:

The Manager of Risk & Insurance leads the Diocese of Charlotte's risk and insurance management program and is directly involved in identifying risk exposures and leading the development and implementation of effective mitigation strategies, processes, general guidance, and response protocol. The position provides risk mitigation and insurance program counsel and training while overseeing the implementation of effective risk solutions with the goal of reducing claims, securing locations, minimizing opportunities for business interruption, and protecting Diocesan interests. The position manages the Diocese's Safe Environment Program and is responsible for preventative and awareness programs.

KNOWLEDGE AND EXPERIENCE:

- Bachelor of Science degree in Business Administration or Risk Management. MBA preferred
- Ten years minimum related experience preferred.
- Computer skills and knowledge of relevant software including Microsoft Office.
- Knowledge of principles and practices of risk management activities such as risk identification and reduction, loss control, asset protection, employee safety, security, workers' compensation programs, etc.
- Knowledge of budgetary practices and controls.
- Able to think strategically and translate strategies to tactics for parishes/schools.
- Must have excellent communication, presentation and problem facilitation skills.
- Be able to organize and motivate others.
- Ability to work with all levels of management and staff.