

**Oregon Fair Plan Association**  
**8705 SW Nimbus Ave. Suite 360**  
**Beaverton, OR 97008**  
**503-643-5448**

**Job Description for: Executive Director**

**Job Summary:**

Responsible for leading and managing the daily operations of Oregon Fair Plan Association, the residual property insurer for the State of Oregon. Works under the direction of the Board of Directors, and its standing committees. Maintains a cooperative working relationship with the Insurance Commissioner and their delegated representatives.

**This Position Reports to:**

The Board of Directors.

**Qualifications:**

Must have at least ten years leadership and management experience with a property and casualty insurer. Experience in residual market operations and procedures is desirable. Bachelor's degree from a four-year college or university. Insurance designation such as CPCU, AIM or ARE are advantages. Knowledge of human resources underwriting, pricing and product development, accounting, claims, reinsurance, and technology are strongly desired. Skills in management (leadership, organization, and communication) public relations, and legislative communications are essential.

**Duties and Responsibilities:**

- Directs policy application and issuance, underwriting and underwriting surveys, claims handling and other daily activities of the Association. Ensures that all insurance claims are properly investigated and completed in a timely and cost-effective manner. Maintains a current "Plan of Operation" and implements updates to the plan based upon counsel with the Board and the Division of Financial Regulation.
- In consultation with the Insurance Commissioner and the Board, responsible for the ongoing review and assessment of the insurance needs of Oregon Fair Plan eligible residents.
- Ensures that all work assignments to staff are equitable. Evaluates the quality and quantity of all work produced. Prepares and maintains productivity and quality control reports.
- Prepares all management reports required of the Board of Directors, the Oregon Division of Financial Regulation, and Member Companies. Recommends for consideration, implements and is responsible for the achievement of Goals and Objectives for the Association.

- Directs the gathering of statistical information in accordance with the applicable statistical plans and other required information related to agents' commissions, company participation, liability reports.
- Develops and maintains a strong working relationship with Division of Financial Regulation representatives. Oversees the preparation of product filings for Division of Financial Regulation for review and approval as necessary. Communicates with agents, member companies, local officials and insureds on matters concerning Association activities.
- Develops and maintains relationships with outside vendors as needed, to include but not limited to reinsurers, information technology vendors, and insurance focused bureaus.
- Promotes and educates stakeholders on the FAIR plan and its benefits; provides legislative communications and testimony as needed in support of the Plan.
- Directs the preparation of the annual budget for the Association, and monitors the budget during the year to ensure performance meets requirements.
- Administers human resource policies, oversees performance evaluations and salary recommendations, interviews prospective employees, hires, terminates and promotes employees as deemed appropriate. Performs other administrative and operational responsibilities as required or assigned by the Board of Directors.

**Disclaimer:**

This job description reflects management's assignment of essential functions; and in no way states or implies that these are the only duties to be performed by this employee. Nothing in this description restricts the Board of Directors' right to assign or reassign duties and responsibilities to this job at any time.

**Salary:**

The board has authorized a salary range of \$125,000-150,000 for this position.

**Email Cover Letters and Resumes by January 13, 2022 to:**

pbenson@orfairplan.com