

Berkley Medical Excess Underwriters

Job Description

Job Title: Managing Director - Underwriting & Client Service Solutions
Department: Underwriting
Reports to: Chief Executive Officer
FLSA Status: Exempt
Paygrade:
Prepared Date: 10/28/2008
Revised Date:

Job Summary:

Develops regional business development strategy for approval by V.P. Sales. Achieves territorial premium volume targets by developing broker relationships and representing the company to self insured prospects and customers. Assists in achieving territorial profit targets through regional team business planning and qualitative analysis of submitted program data.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. These are functions that a person **must** be able to perform in the job, either unaided or with the assistance of a "reasonable accommodation". The essential function should be related to the overall job purpose, done with great frequency, cause severe consequences if omitted and cause difficulty if re-assigned. The job would be fundamentally altered if the essential duty were removed.*

- ❖ Directs the development and implementation of producer and underwriting strategies and tactics by territory to achieve annual policy year new and renewal premium, loss ratio, and broker penetration goals.
- ❖ Implements and executes value-based relationship and service strategies for the key brokers to support differentiation and branding of company.
- ❖ Cultivates a strong business to business relationship with key personnel within the top brokerage firm in each territory to expedite achieving market share goals.
- ❖ Participates in quarterly territorial sales meetings to develop new business plans and targets for the upcoming quarter.
- ❖ Participates in renewal meetings to develop new business plans and targets for the upcoming year.
- ❖ Supports marketing initiatives which seeks to prepare a competitive analysis that identifies market conditions, pricing practices, and penetration strategies for assigned territory
- ❖ Recommends appropriate annual calendar year regional budget based on expenditures needed to accomplish territorial objectives. Manages final approved budget.

ADDITIONAL DUTIES AND RESPONSIBILITIES

These are the Nonessential or marginal functions that are desirable, but not necessary, aspects of the job.

- Other duties and projects as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in Marketing or Business Administration from four-year College or university; or eight to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and articles using original or innovative techniques or style.

Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to effectively communicate on telephone.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Ability to apply concepts of basic algebra and geometry.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to organize and prioritize tasks in connection with department goals.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most functions of this position are completed while sitting at ones desk and working on a computer.

The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS

- Attention to detail and ability to fulfill job responsibilities with minimal supervision are required.
- Basic knowledge and use of computer programs in a Windows environment, including Word, Excel, and e-mail are necessary.
- Must be able to effectively communicate on the telephone and in person.
- Must be available to travel interstate or intrastate 20% - 40% of the time as required.
- Ability to handle confidential information.

The above description is not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor is it intended to be such a listing of the skills and abilities required to do the job. Rather, it is intended only to describe the general nature of the job.