



**EXECUTIVE DIRECTOR, HOUSING AUTHORITIES RISK RETENTION POOL (HARRP)  
EXECUTIVE DIRECTOR, AFFORDABLE HOUSING RISK POOL (AHRP)  
PRESIDENT, ORWACA AGENCY INSURANCE SERVICES, LLC (ORWACA)**

**POSITION OUTLINE**

DATE: October, 2024

REPORTS TO: Board of Directors

***Position Overview:***

This position manages the overall operation of the Housing Authorities Risk Retention Pool (HARRP), the Affordable Housing Risk Pool (AHRP) and the ORWACA Agency Insurance Services, LLC, (ORWACA) providing members and policyholders with cost effective risk management and loss prevention programs, with the goals of identifying, minimizing, and controlling their exposure to all types of losses and improving the work environment related to the health and safety of member employees and the general public. All three distinct companies operate under the shell, branded umbrella name of Synchronus Risk Management.

All employees report directly to the Executive Director.

***Organization Characteristics:***

HARRP provides public housing authority members a cooperative program of indemnification and financial protection against risks of loss relating to the properties and operations of the members and a cooperative program of risk management. 82 members have pooled self-insurance and reinsurance to cover their exposure to loss. AHRP provides a similar cooperative program of indemnification to Low Income Housing Tax Credit (LIHTC), Non-Profit and other similar affordable housing providers. There are currently approximately 400 policies in force. ORWACA is a P&C licensed insurance agency, designed to place specialty coverages, not provided by the pools, in commercial insurance markets.

***Working Environment:***

The position incumbent frequently works in a home office environment, as administration operations are home based/virtual. The incumbent is expected to travel frequently to member locations throughout the west and attend various meetings throughout the country, seminars and tradeshows.

***Qualifications:***

1. Education: Bachelor's degree in business or public administration, economics, finance, or math to assist in analytical processes. CPCU, ARM highly desirable.
2. Experience: Ten years of progressive managerial experience in risk management, pool management and/or insurance management. Experience in each of these "industries" in addition to housing authority management would be helpful. Or any acceptable combination of education and experience that would likely provide the required knowledge and abilities.
3. Equipment used: Microsoft Office 365, legacy RMIS, telephone, calculator, keyboard, various online platforms.

4. Certifications or licenses: A valid Motor Vehicle Operator's License and proof of insurability.
5. In-depth working understanding of the organization's programs, policies, and terminology.
6. In-depth working understanding of housing authority functions and issues.
7. Strong statistical analytical skills.
8. Strong planning and budgeting skills.
9. Knowledge of advanced English composition, spelling, punctuation and mathematics.
10. Generally courteous and tactful manner.
11. Ability to work effectively with frequent interruptions.
12. Ability to communicate effectively in writing and orally with the Board of Directors, employees, members, policyholders, legislators, outside consultants and regulators.

***Essential Job Functions:***

Physical:

Work is primarily performed in an office environment, although extensive travel is involved. Adverse physical effort is minimal. The incumbent must be capable of viewing documents and statistical data (generally at a desk) over an extended period. Operation of a keyboard and other office equipment referenced in job qualification.

Mental:

The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization. The incumbent must be capable of complex, strategic planning and analysis of the organization's operations.

***Job Duty Outline:***

- I. HARRP and AHRP Board Relations. (30%)
  - A. Develop the organization's plans and policies for Board approval, anticipating future needs.
  - B. Be responsive to Board issues and concerns.
  - C. Assist the Board with its functions, including preparing for and attending Board meetings.
  - D. Perform duties within the parameters of established laws, regulations and the political environment.
  - E. Draft, distribute, explain and enforce policies of the Board.
  - F. Keep the Board informed of HARRP/AHRP achievements/successes and developing issues.
    1. Coordinate data collection, analysis and distribution of information for the Board.
    2. Prepare reports to the Board.
- II. General Staff Management. (15%)
  - A. Overall employee supervision.
    1. Provide guidance regarding assigned functions and projects.
    2. Assign priorities and timelines.
    3. Review and resolve internal and external staff conflicts.
    4. Assure sufficient resources are provided to support assigned objectives.
    5. Develop a secure, supportive work environment.

- B. Performance Review.
    - 1. Assure employees have a clear understanding of the job expectations, by providing clear position descriptions, written plans and instructions, and responding to employee questions.
    - 2. Provide periodic written and oral feedback regarding work performance.
  - C. Employee counseling and training.
    - 1. Assure proper training programs to assist employees in effective job performance.
    - 2. Maintain clear awareness of employee problems.
    - 3. Analysis of employee problems.
    - 4. Assure effective solution to problems.
  - D. Organization Development.
    - 1. Analysis of the organization's needs.
    - 2. Development of organization structure reflecting the needs.
    - 3. Determine overall staffing requirements after assessing the ability of the current staff to achieve HARRP, AHRP and ORWACA objectives.
    - 4. Prepare job descriptions as needed.
    - 5. Assure effective delegation of the organization's functions and duties.
  - E. Staffing. Recruit, interview, select and negotiate with the successful candidate.
  - F. Contribute to the effectiveness of the organization by conducting staff meetings to discuss the organization's short and long term goals, functions, objectives, issues, and projects.
- III. Financial Management. (5%)
- A. Check signing.
  - B. Invoice Review.
  - C. Budget.
    - 1. Oversee Development of Budget.
    - 2. Present annual budget for Board adoption.
    - 3. Monitor Expenditures and Budget Variance.
    - 4. Resolve Budget Administration Problems.
  - D. Financial Reports Review.
    - 1. Monthly reports (and analysis).
    - 2. Annual financial reports (and analysis).
    - 3. Responsiveness to financial problems.
    - 4. Monitor and review investments.
  - E. Annual Audits
    - 1. Effective liaison with auditing agencies.
    - 2. Report audit results to the Boards
    - 3. Correction of problems identified in the audits.
- IV. Represent HARRP/AHRP in Reinsurance Transactions. (15%)
- A. Review reinsurance treaties to assure the HARRP/AHRP position is protected.
  - B. Represent HARRP/AHRP to reinsurers (in writing and orally) to assure they have a clear, favorable understanding of the HARRP/AHRP operations.
- V. Program Development and Management. (20%)
- A. Assess the risk management needs of members by reviewing loss control data.
  - B. Planning for approaches for reducing member exposure to risk.
    - 1. Long range.
    - 2. Annual planning/budgeting.
  - C. Assure cost effective program development of programs to reduce risk.
  - D. Assure cost effective program administration by allocating sufficient resources and monitoring results.

- VI. Provide for sound relations with members, employees, insurance managers/brokers, reinsurance partners, attorneys, and others conducting business with HARRP and AHRP (15%)
  - A. Establish standards of performance regarding how to relate to others.
  - B. Monitor overall employee interactions with outside organizations.
  - C. Assist in the resolution of conflicts.

### ***Other Duties***

- I. Service Objective. Responsibilities to Members.
  - A. Courteous and respectful.
  - B. Responsive to member requests.
- II. Supportive Work Environment.
  - A. Treat other employees with respect.
  - B. Support a positive work environment.
  - C. Communications.
    - 1. Keep others informed of work issues and programs by maintaining quality communications.
    - 2. Work to resolve issues of conflicting personalities and needs.
- III. Organization Improvement.
  - A. Commitment to a philosophy of quality.
  - B. Display initiative to resolve problems, capitalize on opportunities in the job and assist other employees when possible.
  - C. Cost-effective use of the organization's resources.

*The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.*