

## RISK MANAGEMENT OFFICER

### Responsibilities

- Work at the direction of the Insurance Programs Administrator.
- Consult with members of the General Liability Pool and the Worker's Compensation Fund to effectively manage risks.
- Conduct Consultations, Inspections, and Assessments, and Communicate Observations.
- Effectively communicate with Trustees and Member Staff.
- Promote Risk Management and OS&H practices.
- Assist Members with Risk Identification, Analysis and Assessments.
- Coordinate and or provide Custom Training as needed.
- Facilitate Peer Groups to promote Best Practices.
- Develop, Prepare, and Report to Trustees on Risk Management activities during regular meetings.
- Assist in Planning Annual Retreats and Conferences.
- Coordinate with Vendors related to School Risk Management issues.
- Manage MABE's Scholarship Program.
- Support MABE's Grant Programs.
- Support MABE's Association programs as necessary.

### Qualifications

- Bachelor's degree in a related field.
- ARM or CSP Designations preferred.
- 3 to 5 years of Risk Management experience with emphasis in public education (preferred).
- Working knowledge of insurance terminology, contracts, waivers, and certificates of insurance.
- Hold appropriate certifications in risk management and insurance industry (preferred).
- Knowledge of Local, State and Federal OS&H, Fleet Safety, Property regulations and Risk Management Standards that apply to schools.

### Required Skills/Abilities

- Ability to deal with people in a sensitive, effective way.
- Ability to work independently as a self-directed individual.
- Effective verbal and written communication skills.
- Effective presentation skills.
- Proficient in use of Microsoft Office and OneDrive.
- Data Analysis and analytical skills.
- Ability to travel throughout the State.
- Website Management skills preferred.

### Salary & Benefits

Salary commensurate with experience

Generous health insurance plan • Life and disability insurance • SEP/IRA retirement plan  
• Tuition and training reimbursement • Annual vacation and sick leave

### Application

Applicants should email a letter of interest, resume, and three references to:

Steven James, Deputy Director  
Maryland Association of Boards of Education  
621 Ridgely Avenue, Suite 300  
Annapolis, Maryland 21401  
[sjames@mabe.org](mailto:sjames@mabe.org)