



## Risk Management Coordinator

### JOB OVERVIEW

The Risk Management Coordinator (RMC) proactively supports our customers, manages the Risk Management and Insurance (RMIS) database, and supports the members of the RMIS department with various tasks as needed. This role provides administrative support to include data entry for programs and projects to individuals or groups of Farm Credit System entities and others. The RMC interacts with customers, adjusters, third party administrators, brokers, attorneys, insurance companies and other vendors, all levels of personnel within the organization, the Farm Credit System and other clients as needed. This role reports to and receives mentoring and guidance from our Director of Underwriting and Insurance Programs.

You'll be a great fit if:

- You like helping people. You are patient, level-headed, and act cool under pressure.
- You pay attention to details. You can stay focused and nothing falls through the cracks under your watch.
- You enjoy solving problems. You love taking on challenges and finding solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.
- You like learning new things, and you can learn quickly. When things change, you're able to roll with the changes.
- You communicate clearly. You write well. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked.

Salary range for this position is \$49,000-\$74,000 annually.

### JOB RESPONSIBILITIES

- Manages the RMIS database, Origami, to include the Lenders Single Interest and Owned Property programs.
- Provides guidance and responds to questions from customers and others regarding insurance coverages provided as well as verifying policies have been issued as bound.
- Provides coverage information or instructions to insureds, claimants, brokers, and others verbally and in writing.
- Manages placements of Flood insurance in the National Flood Insurance Program and with commercial insurers.
- Manages the System's Surety Bond program, through communication with the insurance broker and the Farm Credit System.
- Confirms insurance policies comply with all terms and conditions requested.
- Manages the issuance of certificates of insurance and automobile ID cards handled by the Risk Management Administrators and servicing broker, including problem solving with Departments of Motor Vehicles.
- Assists others with verifying that insurance coverage has been placed per the coverages bound and that all manuscript wording is correct.

- Able to communicate about Risk Management programs clearly and concisely (Examples include but are not limited to National Flood Insurance Program (NFIP) Forced Placed Flood Insurance Program (FIC), Lenders' Single Interest (LSI), Mortgage Impairment (MI), Leased Property (LP) and Owned Property (OP).)
- Assists in the renewal submission process including verifying accuracy of data provided as well as preparing and formatting Excel spreadsheets to assist underwriters in evaluating Farm Credit's exposures.
- Manages the maintenance of the RMIS database as well as the accuracy of the data. Make suggestions to software vendor and others that will improve the department's accuracy, efficiency and customer interface.
- Creates and modifies periodic and regularly scheduled reports for the Risk Management and Insurance department and clients for claim or underwriting analysis when requested, including reports using Tableau software. Work with other team members to assist with Stewardship Reports for customers. Maintains and updates the Policy Register.
- Assists in training customers on RMIS data interfaces as they are developed.
- Assists with Risk Assessments & Business Continuity Testing by researching, analyzing, and evaluating information.
- Manages vendors that maintain and coordinate the department's agency and adjuster licenses and regulatory compliance.
- Coordinates and enters information into the RMIS database for recording Captive and carrier loss information including assisting as a liaison with IT, vendors, and RM claim staff for process improvements. May also play a primary or support role in maintaining the claim data base.
- Maintains procedures manual for Insurance Programs.
- Maintains the Insurance Program email inbox and communicates timely with customers and vendors.
- Approves new LSI and Owned Property coverage and changes to LSI and Owned Property records to be processed in Risk Management database by Risk Management Administrator, ensuring they meet the terms and conditions of the insurance policy. Issues quarterly reports under the direction of the Account Executive. Verifies the accuracy for premium billing.

## JOB REQUIREMENTS

- Bachelor's degree required.
- Minimum of 1-3 years of Risk Management, Insurance Brokerage or similar technical insurance experience required.
- Property & Casualty Producer license required within 6 months of employment, other insurance related designations preferred (i.e. CPCU, CIC, ARM).
- Able to communicate (verbally and in writing) with customers, brokers, insurers, vendors and others clearly and concisely about Risk Management programs and claims processes.
- Demonstrates unwavering commitment to high performance in the process of program management and sets a personal standard of high quality and integrity for self and others.
- Ability to sit at a desk and operate a computer.
- Proven attention to detail to maintain a high level of productivity and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Able to work in a fast paced, service-focused environment.
- Must enjoy working in a team environment while also able to work independently.

## An Overview of FCCS. Our Expertise. Our Services.

FCCS was created in 1975 to help clients enhance their organizations and optimize their operations. In the 45 years since, we have:

- **Expanded** our business and consulting services to address the increasingly dynamic challenges of the marketplace.
- **Introduced** leadership development, governance, and talent management programs that have earned strong praise from boards, executives, and human resource officers, alike.
- **Addressed** the financial and operational concerns our clients face at the most pragmatic levels with legal consulting services, strategic risk management, and collective buying power.
- **Diversified** our clients and programs, bringing growth, new energy, and insight to our organization.

Headquartered in the Denver Tech Center, with approximately 50 employees, FCCS is proud to serve a variety of clients across the U.S.

We provide:

- Governance and Leadership Development
- Conferences, Programs, and Events for Professional Development
- Executive Coaching
- Thought Leadership and Professional Speakers
- Strategic Talent Management
- Merger, Acquisition and Corporate Finance Advisory
- Risk Management and Insurance Management
- Passkey Affinity Program

The unique blend of our expertise, services, programs, and conferences enables us to create enriching business solutions and help organizations to be more.

## JOIN OUR GROWING TEAM!

*Compensation:*

- ✓ *Competitive Salaries*
- ✓ *Annual Performance Bonuses*

*Benefits:*

- ✓ **90% employer paid** health insurance options
- ✓ 9-12 paid holidays annually
- ✓ Generous paid vacation and sick time
- ✓ Generous 401k matching and other benefits
- ✓ Casual Dress Code
- ✓ Collaborative and welcoming work environment

**Interested candidates should email a cover letter, resume and salary requirements to**

**[human\\_resources@fccsconsulting.com](mailto:human_resources@fccsconsulting.com)**

**FCCS is an equal opportunity employer (EOE).**

**FCCS may require job candidates to successfully complete a background check as a condition of employment.**