

## JOB DESCRIPTION

**TITLE:** ABE Executive Director

**DEPARTMENT:** Office of the Executive Director

**PRIMARY FUNCTION:** Chief Executive Officer of ABE's headquarters operations.

Responsible for the efficient and effective management of the corporation. Manages all Endowment employees and use of all consultants. Plans and directs the insurance programs and all operational policies and procedures to attain corporate goals. Oversees investments with advice of investment consultant to maximize income available for grants. Plans and organizes all Board and Committee meetings.

**REPORTS TO:** Board of Directors

### **General Management and Board Related Duties and Responsibilities:**

Maintain an understanding of the legal, regulatory, compliance and audit related requirements for ABE (a public charity), life, health, and property casualty insurance, and oversight and management of the administration and marketing of the ABE-sponsored insurance programs to protect ABE's tax-exempt ruling and status.

Informs the Board of Directors on a timely basis of the status of finances, operations, policies and procedures.

Develops, evaluates and recommends program and policy changes to the Board.

Coordinates the activities of the Board of Directors and Board Committees. Arranges and coordinates all quarterly and special Board and Committee meetings. Prepares agendas and materials for meetings.

Oversees and works with the Meeting Planner to assure arrangements with hotel, restaurants, and tour groups for the meetings and associated site inspections will meet the expectations of the President and Board while still remaining within budget.

Reviews all contracts.

Oversees ABE's promotional activities.

Orients new Directors and/or officers, as necessary.

Acts as liaison to the ABA, membership, affiliated organizations, insurance and investment industries, associations, auditors, legal counsel, consultants, and any others that may be necessary or beneficial to the ABE.

Attends ABA Board of Governors, ABF and FJE meetings and reports anything of importance to the ABE/ABI Boards.

Attends all AEFC Pension Administration Committee meetings and serves as a member of the ABA Thrift Plan [401(K)] Committee. Makes any recommendations for changes to the ABE Board.

Establishes operating policy for headquarters operations. Coordinates all internal operations and delegates responsibilities through Department Managers.

Ensures that all Board and corporate documents are updated and maintained.

Performs any and all responsibilities that may be assigned by the Board of Directors and required of the position.

Consults outside legal counsel on an as needed basis for operational, tax, insurance, compliance and litigation related issues.

Oversees state charitable solicitation and foreign agent filings.

### **Planning and Development**

Works with the Board to set organizational and financial goals and evaluates past performance.

Develops and presents progressive ideas to increase the effectiveness of the organization.

Develops and implements internal policy guidelines with Board approval.

### **Finance, Investments and Grants**

Monitors the Endowment's investments and works with Endowment's investment advisor and money managers to optimize the portfolio's results. Keeps the Finance Committee informed and handles any asset allocation rebalancing required.

Conducts searches for investment advisors, auditors, and other providers, as needed.

Directs and approves the preparation of the annual and special operating budgets. Presents the budget to the Finance Committee for approval.

Monitors the monthly financial status of the organization in regard to anticipated and actual expenditures; approves all expenses.

Works with the auditors on the preparation and completion of the annual audit, Form 990, and tax returns. Presents annual financial statements to the Finance Committee for review.

Authorizes the drawdown of funds for organizational expenses and grant payments. Reviews and signs checks drawn on the Endowment's various accounts.

Maintains liaison with all banking and financial institutions.

Develops new methods to manage and increase revenues for the Endowment. Develops cost saving measures.

Drafts or reviews any changes to short or long term investment guidelines and submits them to the Finance Committee for action.

Acts as liaison with all organizations participating in the Endowment grant activities to assure prompt submission of grant applications and good working relationships.

Oversees the ABE's Charitable Gift Fund's (CGF) operations and recommends plan design changes.

Reviews invoices, signs checks. Ensures separation of authority between Accounting Manager and office Services Supervisor.

## **Insurance**

Oversees all ABE insurance administration related to eligibility determination and processing applications, billing and collecting premium (lockbox, manual and online payments), interaction with members related to ABE sponsored insurance policy questions, Certificate issue, address changes, and system database maintenance.

Reviews the progress of all insurance programs including regular new business, lapse reports and specific promotion response; monitors claim activity.

Evaluates insurance carrier proposals and makes recommendations to the carriers and the Insurance Committee relating to program underwriting, procedural requirements, rate and benefit changes and reserve adjustments. Conducts RFP's, when needed.

Designs and implements new programs when appropriate or recommends modifications to current programs and contractual agreements.

Evaluates reports received from the insurance carriers.

Maintains relationships and consults with insurance carriers and brokers on a regular basis.

Works with insurance carriers to ensure all compliance requirements are met. Cooperates with and oversees preparation for carrier audits, required responses, and any changes that may be required.

Reviews and approves insured member reinstatements and procedures.

Deals with carriers, legal counsel, and members when problems, disputed claims, or lawsuits arise.

Oversees dividend refund request process and responds to elevated appeals for exception to the approved process. Works with legal counsel on any recommended changes to the process or wording to the dividend refund request language.

Oversees submission of state escheatment filings.

## **Communications/Promotions**

Monitors the Communication Department's preparation of promotional and website materials, reviews schedules and approves budgets; provides guidance in the development of promotional ideas.

Ensures all printed materials are reviewed prior to submission to insurance carriers, legal counsel and the Insurance Committee and the Communications Committee.

Analyzes promotional results for consideration in development of future marketing strategies and promotional techniques.

## **Personnel Administration**

Develops personnel policy and recommends changes to the Board or Executive Committee as appropriate.

Trains and supervises Department Managers. Oversees training and, to the extent possible, ensures cross-training is done. Ensures that Procedure Manuals for the departments are written and updated.

Monitors departmental staffing requirements and presents necessary justification for hiring additional personnel to the Finance Committee. Hires staff for new positions authorized by the Board of Directors. When appropriate, eliminates unneeded staff positions and hires staff to fill vacancies.

Reviews with Department Managers the performance evaluations of all employees annually. Determines all merit increase and bonus amounts taking Manager recommendations into consideration. Effects merit increases based on evaluation of personnel and compensation surveys on their merit review dates.

Hires all employees and determines starting salary. Terminates, promotes and demotes employees as justified.

Organizes departments to maximize effectiveness.

Develops and coordinates all employee benefit programs with the American Bar Association through the Finance Committee.

Chairs all staff meetings.

Directs and evaluates all facets of the management and control systems throughout the organization.

Reviews all employee suggestions and provides final approval or denial of proposed changes and associated awards.

Reviews weekly management control reports (including individual performance/effectiveness), noting activity levels, backlog hours and trends. Monitors employee absences and reviews vacation/leave and payroll reports.

Deal with all personnel complaints and disagreements.

### **Data Processing**

Directs and approves all activities relating to data processing including annual maintenance fees, contractors, programming activity, feasibility studies and costs thereof.

Works with IT manager in developing reports.

### **Office Services/Purchasing/Contracting**

Approves the purchase of all major equipment, supply items, and services to assure effective planning and cost savings.

Directs the management of physical space needs and floor plan designing.

Negotiates and signs all contracts and agreements to include those with insurance carriers, investment managers, vendors, banking institutions, landlords and consultants.