

Director of Insurance Programs

The Independent Insurance Agents of Maryland is looking for a high energy, career oriented individual to manage our for-profits (Insurance Brokers Service Corp) book of business that leans heavy on the 'Professional Liability - Agents E&O' side.

The ideal candidate is independent, a self-starter and must have knowledge of property/casualty insurance. You must also have the ability to exercise good judgment in a variety of situations, have strong written and verbal communication, administrative, and organizational skills, and must be able to maintain a realistic balance among multiple priorities.

Please do not disregard this opportunity if you do not have the professional liability experience. We are willing to train and work with you.

Specific Responsibilities & Duties

- Liaison to all carriers and brokers that IBSC work with.
- Handle all applications (new & renewal)
- Record all premiums
- Send quotes, binders, proposals, endorsements, etc., to clients
- Input and distribute all necessary information in the carrier's proprietary System
- Reconcile account currents for carrier with assistance of the bookkeeper and /or President/CEO
- Establishes and maintains good working relationships with company sales, underwriting and claim representatives
- Maintain insurance company manuals, as required or directed by carrier contracts
- Notify agents of any changes, enhancements, etc.
- Forward any claims information received in this office immediately to carrier
- Maintains agency computer operations, verifying and inputting all policy detail and data which pertains to individual accounts in IIA Maryland's system for IBSC.
- Provide quality service to our member agencies on all accounts, including endorsements, policy releases, cancellation, renewals, binders, answering producer questions, completing correspondence and update file notes
- Maintain a 'pending' file with open items to be addressed by agent or carrier
- Maintain a 'new' and 'lost' business log for the President/CEO and IIABA
- Track commissions to agents
- Direct the distribution of policies and commissions, as required
- Reconcile account currents for each carrier with assistance of the bookkeeper and/or President/CEO

Administrative/Marketing

- Responsible for marketing all IBSC programs
- Marketing includes visiting agents to promote our products
- Responsible for quarterly product promotion including:
 - Membership mailing on products
 - Newsletter insertion regarding 'spotlight' product
- Marketing of all IIAMD member benefits

Education & Experience

- High school diploma
- Property/Casualty insurance license for IBSC responsibilities (insurance designations a plus)
- Great organizational/communication skills
- Capable of working independently with little supervision

The position requires a Maryland property and casualty insurance license and a minimum of three years' experience in the insurance industry.

Benefits

- Up to \$40k plus commission
- 401K
- Life insurance
- Short term disability
- PTO
- Paid holidays

Please submit your resume to rebekah@iiamd.org.



INDEPENDENT
Insurance Agents
of MARYLAND