



Municipal Association
of South Carolina

Director of Risk Management Services

Position Profile

WHO WE ARE

The Municipal Association of South Carolina is a nonprofit organization representing all of South Carolina's 271 cities and towns. The Association is dedicated to the principles established by the cities and towns that founded it: to offer the services, programs and products that will give municipal officials the knowledge, experience and tools necessary to operate efficiently and effectively in the complex world of local government.

The Association's staff works as a team to deliver top-notch customer service to thousands of municipal officials across the state. From the largest cities to small, rural towns, we strive to offer trainings, grants, risk management services, statewide legislative advocacy, resources and other services that help municipal officials govern smarter and better.

South Carolina hometowns, represented by the Municipal Association of South Carolina, bring value to our state as important building blocks in supporting economic growth and prosperity. Come be a part of the team.





COME JOIN OUR TEAM

The Municipal Association of South Carolina is accepting applications for a Director of Risk Management Services to lead the administration of two self-funded insurance programs for local governments, including workers' compensation and property/liability insurance programs. This position also oversees the retirement benefit post-employment benefit trust and provides guidance to the governing boards of each trust program.





Risk Management Services

A service of the Municipal Association of South Carolina

Risk Management Services

The Association sponsors two self-insured trusts and an other post-employment benefit trust for member municipalities.

SC Municipal Insurance and Risk Financing Fund

The SC Municipal Insurance and Risk Financing Fund provides all lines of property and casualty coverage, including general liability, law enforcement liability, public officials' liability, cyber liability and property and automobile coverage.

SC Municipal Insurance Trust

The SC Municipal Insurance Trust provides workers' compensation coverage for municipal employees. RMS provides grants, attorney hotlines, employee training and loss control services to members. These services help members improve risk management efforts, prevent claims and reduce the cost of insurance.

SC Other Retirement Benefits Employer Trust

SCORBET is a GASB-compliant trust to pre-fund future obligations. The Governmental Accounting Standards Board issued an accounting pronouncement which requires state and local governments to report other post-employment benefits similar to the way they report pensions on annual financial statements.

To better manage other post-employment benefit costs, Trust participants choose a contribution amount into the trust based on the actuarially determined contribution. Each member continues to contract with its current health care provider for retiree health care coverage. The Trust pays the benefits chosen by the employer directly to the employer or provider.





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Purpose

SCMIT and SCMIRF focus exclusively on municipal risks, with the goal of being the insurance provider of choice for South Carolina municipal entities. These programs were born out of the hard insurance markets of the 1970s and 80s, when it was not uncommon for cities and towns to receive notices of cancellation or triple digit premium increases.

Value

As risk sharing pools, SCMIT and SCMIRF work closely with members to manage risks and protect their most important assets, employees. Both programs actively work to minimize the impact of market swings, by aggressively marketing and negotiating major expenses of the programs, such as reinsurance. By collectively managing the cost of the programs, members benefit from reduced costs and when possible, return of surplus.



Collaboration

SCMIT and SCMIRF collaborate with members to assist them with unique risk management and safety concerns. Tailored training is available to help members address and mitigate loss trends, such as recent upticks in auto claims. Hazard recognition training is also available to help members identify hazards to protect employees and properties from loss. In partnership with the members, SCMIT and SCMIRF proactively work to identify emerging trends to develop coverage and solutions to meet the needs of the members.





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The two self-funded insurance programs administered by the Association's Risk Management Services staff are prime examples of strength and efficiency through the combined efforts of member cities. Each program operates under the direction of a board of trustees composed of representatives from its membership.

Training

RMS members have access to online and in-person training at no charge.

- **Customized, on-site training:** RMS provides training for members in their hometowns, allowing city employees to attend sessions together.
- **Online training:** The online training opportunities include a variety of risk management, human resources, safety and law enforcement topics, including use of force and pursuit driving.
- **Statewide and regional training:** RMS offers members regional training sessions on topics such as law enforcement liability, OSHA training, risk management 101 and defensive driving.
- **Risk Management Institute:** RMI offers participants from SCMIT- and SCMIRF-member organizations specialized training in the role of risk manager and safety coordinator.
- **RiskLetter:** The quarterly e-newsletter provides information on a wide range of risk management topics.
- **Law enforcement simulator:** RMS offers members access to a law enforcement training simulator that allows officers to practice their decision-making skills and responses to resistance.

Loss Control/Technical Assistance

RMS helps its members build effective safety and loss control programs.

- **Model policies and procedures manuals for law enforcement and fire services:** SCMIT and SCMIRF members receive updated fire and law enforcement policies.
- **One-on-one technical assistance visits:** The loss control staff meet with member organizations to evaluate their safety and loss control programs.
- **Legal hotlines:** SCMIRF members can access up to 10 hours of free legal advice on each legal hotline for labor and liability issues.
- **Education tools:** SCMIRF members have access to cybersecurity services through the online tool, eRisk Hub, in addition to specialized toolkits, such as parks and recreation liability, public officials' liability, sewer backups, special events liability and workers' compensation.

Grants

The RMS grant program helps RMS members purchase products or equipment to reduce the frequency and severity of claims.



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Director of Risk Management Services

Duties

- Directs strategy and operations for Risk Management Services, ensuring the effective delivery of workers' compensation (SCMIT) and property/liability insurance (SCMIRF) programs at competitive rates.
- Oversees the administration of the SC Other Post-Employment Benefit Trust (SC ORBET), including actuarial valuations and technical assistance.
- Supervises a team of professionals, including hiring, training, performance evaluations, and overall department and personnel leadership. Department oversight includes six direct reports and 23 indirect reports.
- Develops and implements strategic marketing plans to educate local governments on the benefits of risk management programs.
- Oversees risk management training, loss control efforts, and claims processing.
- Ensures compliance with all applicable laws and regulations, including financial reporting, underwriting, and claims processing.
- Provides administrative guidance and assistance as Secretary/Treasurer to the Board of Trustees for each trust program, preparing meeting agendas and implementing board directives.
- Oversees financial reporting, annual audits, budgeting, and investment oversight.
- Negotiates contracts with third-party service providers, including reinsurers, auditors, actuaries, and banking institutions.
- Monitors legislative actions at the federal and state level that impact trust programs.
- Periodically travels in-state and occasionally out of state.

Qualifications

- Bachelor's degree in accounting, financial management, business administration, risk management, or a closely related field (Master's degree preferred).
- The ideal candidate has 10+ years of progressive experience in supervising, managing, and developing insurance programs, with experience in risk pool management preferred. We also welcome candidates with relevant experience in risk management, public entity insurance, finance, claims, or underwriting management.
- Valid South Carolina state driver's license.
- Preferred certifications: CPA and/or insurance industry credentials
- Strong leadership, communication, analytical, and financial management skills.

Pay and Benefits

Competitive salary commensurate with experience and industry standards, plus an excellent benefits package, including but not limited to:

- SC State Retirement
- SC State Insurance Benefits
- Retiree health benefit based on years of service
- Flexible work schedule is available after a training and orientation period.

ABOUT THE



Municipal Association of South Carolina

In addition to offering risk management services, the Municipal Association of SC offers a wide variety of programs and trainings that are tailored to the specific needs of the 271 cities and towns in South Carolina.

Advocacy & Legislation

From the very start of the Association in the early 1930s, South Carolina municipal officials understood that only by working together could they effectively communicate the needs and views of municipal government to state and federal lawmakers.

The Association is responsible for representing South Carolina municipalities' best interests as it relates to state agencies, business associations, the SC General Assembly or other entities impacting municipal governance. The Association utilizes a variety of resources to communicate with members as well as key influencers. These include social media, publications, a blog and podcast.

Education & Training

The Association plays an important role in developing municipal elected officials' and employees' knowledge and skills through a wide range of training programs, publications and meetings.

Affiliate Organizations

The Municipal Association supports 12 affiliate organizations by providing training and networking for a variety of local government positions with specialized training needs.

Training Institutes

Educational opportunities are available to municipal officials and staff through four training institutes.

- SC Municipal Elected Officials Institute of Government
- SC Advanced Municipal Elected Officials Institute
- Business Licensing Training Institute
- Municipal Clerks and Treasurers Institute

Main Street South Carolina

Main Street South Carolina is a technical assistance program that empowers communities as they revitalize their historic downtowns, encouraging economic development and preservation.

Field Services

The Association's field services managers travel the state to offer hands-on technical assistance, training, and consultation to help municipalities address challenges.

Programs

Cities and towns face many of the same challenges and can find solutions by pooling resources and ideas through the Association.

Local Revenue Services

The Municipal Association works with cities and towns to improve efficiencies by offering centralized local revenue services for certain business license taxes and delinquent debts. The Association provides an online portal to participating cities in the insurance, brokers and telecommunications tax programs as well as the Setoff Debt Program, that allows them to securely access current and past program documents.



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HOW TO APPLY

Visit the [Municipal Association of SC Career Center](#) to apply. For more information about the Municipal Association of South Carolina, visit us online at www.masc.sc.

The Municipal Association of South Carolina is an Equal Opportunity Employer.

