



Adventist Risk Management Career Opportunity

Account Executive

As the official insurance and risk management company for the worldwide Seventh-day Adventist Church, Adventist Risk Management®, Inc. (ARM) is devoted to finding Adventist professionals who are committed to the success of our clients and our organization.

Working at ARM means you are joining a diverse global team of professionals who are focused on providing timely, real-world insurance products and innovative risk management solutions for minimizing risk within Adventist ministries. Beginning in 1936, our team has grown with the Church and now serves over 21 million adult members, 86,000 churches, 8,515 schools, 527 hospitals/clinics, as well as many other ministries. We also provide underwriting, claims, financial, and risk management services for two captive insurance companies that collectively write over \$100 million in premium annually.

Joining ARM allows you to be part of a team of professionals committed to extraordinary customer service, a culture of diversity and inclusion, while working in a Seventh-day Adventist Christian environment. You are encouraged to visit our website www.adventistrisk.org to learn more about ARM. We don't view what we do as just a business; our ministry is to protect the ministries of the Seventh-day Adventist Church.

We currently have a full-time **Account Executive** position open on our Client Care team. This position serves as the primary face of ARM and manages accounts, sells insurance, and provide risk management counsel and education. Working from our home office, based in Silver Spring, MD. This position is inclusive of our company benefits package which offers healthcare, employer matching 403(b), paid vacation, professional training, and other programs.

What can you expect?

- "Own" the service to the clients in your assigned territory
- Manage the insurance renewal process for your clients from completing applications to delivery of policies and evidence of insurance
- Lead in the identification, evaluation, mitigation, and monitoring of the client's operational and strategic risk.
- Communicate effectively with clients, team mates, and management
- Maintain current knowledge about the competition, market threats and challenges, and communicate those concerns with the company.

What is in it for you?

- An opportunity for long-term and upward growth potential with an organization that emphasizes opportunities for current team members.
- You will have the knowledge that your work is meaningful and valuable.
- Once trained, you will have the chance to earn autonomy in order to manage your accounts and will have direct contact with clients, our claims and legal teams, and insurer representatives.
- Opportunity to learn insurance and risk management from our management and leadership team.
- Exceptional benefits, great paid time off and additional perks that come with working at ARM.



We will count on you to:

- Call on policyholders to deliver and explain policy, to analyze risk management program and suggest additions or changes.
- Submit completed application forms from underwriters and producers to obtain coverage.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Deliver great customer service by responding swiftly to queries and concerns from clients, evaluating customer's needs for new opportunities.
- Develop annual sales and service plans that effectively manage resources to maximize return on expenditures and provide value to the client.
- Follow-up on accounts receivable in order to keep all client accounts on current.
- Conduct regular risk management assessments with each client to review their claim experience, and risk management programs.
- Maintain regular contact with other ARM departments to ensure the timely processing of changes, renewals, claims and other problem-solving issues.
- Provide oversight to assigned Customer Service Representative's (CSR) workload in conjunction with the Lead CSR.
- Become familiar with ARM systems and properly maintain files.

What you need to have:

- Bachelor's degree required
- Must have or obtain a Property and Casualty License within 90 days of hire
- Must obtain producer's license (Life & Health) within the first 180 days of hire.
- A professional designation such as an Associates in Insurance (AINS) is required within the first 15 months of hire

What makes you stand out:

- Self-starter, resourcefulness, with the ability to work independently without daily supervision.
- Ability to work in a fast-paced environment and ability to prioritize work.
- An ideal team player who is hungry, humble, and smart.
- Ability to think critically and to plan and develop strategy for serving our clients

Interested in a Career:

Please contact our Human Resources team by July 27th at 301-453-6983 or email your resume to rfiddis@adventistrisk.org. Please reference the Account Executive position.

Adventist Risk Management, Inc (ARM) is a 501(c)3 religious nonprofit corporation based in Maryland. ARM is an equal opportunity employer