

<p>Chief Executive Officer (CEO)</p>	<p><u>SUMMARY OF FUNCTION</u></p> <p>Responsibilities include developing high quality business strategies and plans ensuring their alignment with short-term and long-term objectives. The CEO is responsible for overseeing all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.</p> <p><u>ESSENTIAL JOB FUNCTIONS</u></p> <ul style="list-style-type: none"> •Trust Governance <ul style="list-style-type: none"> - Work with board president to prepare for BEST board meetings to include organization, scheduling, staffing and agenda/board packet preparation. - Form, develop and work with committee chairs to organize, schedule and staff board committee work and meetings. - Advise board as appropriate or necessary, to include 3rd party advisement, on all board liability and insurance needs, trust legal matters, tax and legal structure issues pertaining to the trust, and trust business and financial affairs. •Trust Administration <ul style="list-style-type: none"> - Negotiate and monitor, when appropriate in coordination with the Service Provider, all direct contracts with the trust, including with trust service provider, TPA's, and other vendors or contractors employed directly by trust. - Coordinate with trust service provider as appropriate to manage all vendors or contractors retained directly or indirectly by trust. - Review and update as necessary or appropriate critical trust documents, including trust underwriting manual, trust participation agreements, and other related documents. - Review key financial information for trust and each of its members to ensure appropriate financial accountability and stewardship. - Manage trust staff and all administrative functions and operations of the trust. - Acts as a senior finance official in order to provide financial review of the trust operations and provide checks and balances for financial matters. •Strategic Partnerships <ul style="list-style-type: none"> - Develop and manage strategic relationships with CASB and other professional organizations to support and promote the trust. - Explore and develop additional strategic partnerships which may benefit trust - Meet with leadership of current trust members and develop means to strengthen and build trust relationships with those members, and to ensure a positive relationship with all districts participating in trust. •Marketing and Public Relations <ul style="list-style-type: none"> - Develop marketing and public relations plans and strategies to promote trust and trust business, and to increase the number of school districts participating in trust.
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- Seek and develop resources necessary to carry out public relations and marketing work.

- **Legislative and Political Leadership**

- Represent trust in membership coalitions or state healthcare initiatives
- Work with strategic partners and others to promote policy, legislation, and regulations which will benefit the trust and trust business

OTHER DUTIES

- Performs related duties as assigned

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of employee benefits and wellness programs, insurance, the healthcare industry and VEBA trust logistics.
- Ability to plan and direct trust operations and effective employee benefit and wellness programs.
- Ability to supervise professional, technical and support staff
- Ability to analyze situations and take or recommend appropriate actions
- Ability to use software and applications effectively
- Ability to lead the work of teams, committees and work groups as assigned
- Ability to communicate effectively

QUALIFICATIONS

- Bachelor's degree in business administration or related field or work equivalent
- Five years of progressively responsible experience administering insurance and/or employee benefits and wellness programs in a local government environment or non-profit, membership environment.

ORGANIZATIONAL RELATIONSHIPS

Reports to the governing board of directors.

WORKING CONDITIONS

The work is primarily performed in a typical office environment although travel across the state of Colorado might be necessary.

PHYSICAL DEMANDS

The work is mostly sedentary with periods of light physical activity. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

FLSA STATUS

Exempt

WORK YEAR

260 Days