

JOB POST

JOB TITLE: Policy Director, Supplemental Benefits & Group Insurance

POSTING #: 871

DEPARTMENT: Policy & Legal

POSTING DATE: 8/7/2024

SUPERVISOR: Cindy Goff

Principal or primary function

Responsible for management & coverage of all assigned issues affecting the Supplemental Benefits and Group Insurance industry. Responsible for developing and implementing policy on Supplemental Benefits and GIEC issues. Responsible for staffing the Supplemental Benefits Committee, Group Insurance Executive Council, and other assigned committees/subcommittees/working groups. Liaison with members of the Policy and Legal team, Advocacy, and Communications divisions to support education and advocacy initiatives on products within the scope of Supplemental Benefits and Group Insurance. Provide technical/substantive expertise and support to internal ACLI staff and member companies on Supplemental and group issues. Coordinate with the Advocacy teams to represent member interests in state and federal policy discussions.

Typical duties and responsibilities

- a. Become an integral member of the Supplemental Benefits and Group Insurance Team.
- b. Monitor and analyze legislative and regulatory proposals and policy trends which affect the interests of the Supplemental Benefits and Group Insurance industry in all assigned subject matters. Particular areas of concentration are HIPAA excepted benefit laws and rules, paid family and medical leave, and issues unique to group distribution channels. Identify and analyze emerging issues and assist in the strategic development of industry consensus and policy regarding those issues.
- c. Serve as staff liaison for ACLI committees/subcommittees/task forces on assigned issues; maintain thorough knowledge of committee activities and issues; prepare agendas; help chairmen conduct meetings; and prepare minutes. Assist in development of written and oral advocacy materials, comment letters, and, in coordinating with the ACLI Research Team on Supplemental Benefit and Group Insurance issues.
- d. Act as advocate before relevant entities on assigned substantive issues. Develop testimony, draft and submit comments regarding legislative and regulatory proposals to congressional and state committees, administrative agencies, and various NGO's (i.e., NAIC, NCOIL, etc.). Assist Federal & State Government Relations and Public Affairs in the preparation of lobbying and communications advocacy materials and background materials re: assigned issues. Serve as internal staff expert in coordinating the handling of all assigned issues with state and federal staff and educating other ACLI staff on those issues.
- e. Serve as staff expert on all assigned issues, handling inquiries from member companies, government officials and the media and represent the industry at hearings, conferences, and meetings with other industry representatives.
- f. Interact and participate with the related internal and external committees, task forces or working groups, as appropriate on all assigned issues.
- g. Coordinate with the Advocacy Team to build relationships with key partners and constituencies to support our advocacy efforts (e.g. business groups, disease groups, union leaders, sister trade organizations, etc.).
- h. Responsible for the unique administrative functions of the Supplemental Benefits Committee including dues calculation, dissemination of dues statements, and dunning throughout the year to assure timely payment of dues. Develop and implement outreach and retention strategies for growing and maintaining the Supplemental Benefits Committee.

Specific knowledge, skills & abilities and training & education needed to perform this job

- Five to eight years or more of relevant experience in the insurance industry or related field (e.g. actuarial or insurance research firm, insurance trade association).
- Preference for insurance industry experience in HIPAA Excepted Benefits, Group Insurance, and distribution channel issues.
- Familiar with wide range of insurance products and services.
- Knowledge of state and federal legislative and regulatory processes.
- Strong analytical ability.
- Strong ability to communicate effectively orally and in writing.
- Strategic planning experience.
- Strong ability to transform issues and arguments into technically accurate written documents and presentations that are understandable and persuasive.
- Ability to establish and maintain good working relationships with an emphasis on effective and positive member relations capabilities.
- Ability to lead an effective guide team interactions and work -- Experience in consensus building.
- PC proficiency in a Windows environment. (Excel, PowerPoint, and emerging AI products are important).