ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Risk Management **EFFECTIVE DATE: 07/25**

DEPARTMENT: Finance Department **LEVEL:**

POSITION SUMMARY:

The Assistant Director of Risk Management provides support and direct service in the areas of Risk Management for all Archdiocesan Offices, Parishes, Schools and other Archdiocesan Institutions. This position supports the Director in leadership across the Archdiocese for all Risk Management, Property, Liability, Worker's Compensation and Unemployment Compensation based on Catholic Values and Principles and consistent application of policies and practices. This position facilitates the operation of the Property and Liability Self Insurance Program. It includes appropriate maintenance of records, as well as, overseeing the financial reports and fund balances of the program.

CREDENTIALS & EXPERIENCE:

The individual must have a solid understanding of the field of risk management, insurance negotiations and coverage. This would include knowledge of property and liability coverage, State of Ohio laws in the area of workers' compensation and claims adjudication. The position requires a bachelor's degree in business, or significant work experience in risk management and/or property casualty insurance. Industry certifications and work experience in diocesan or parish setting are helpful. This position does not necessarily require a Catholic; however, the person must be willing to demonstrate, both at work and in their personal lives, a commitment to Catholic values as articulated in the Catechism of the Catholic Church.

REPORTS TO: Director of Benefits & Risk Management

DUTIES & RESPONSIBILITIES:

1. **Insurance Program Administration**
    - *Serve as the primary liaison with brokers and third-party administrators for the self-insurance program.
    - *Prepare and submit annual Excess Coverage applications to insurance markets.
2. **Risk Management & Financial Coordination**
    - *Maintain an up-to-date inventory of risk exposures, including property and personnel.
    - *Coordinate and allocate self-insurance program fees across archdiocesan entities.
3. **Communication & Support**
    - *Respond promptly to inquiries via phone, email, and written correspondence.
    - Foster open communication with diocesan administrators and Pastoral Center staff.
4. **Special Projects**
    - Perform additional duties and participate in special projects as assigned by Finance Office Directors.

SUPERVISION RECEIVED:
Works under the direction of the Director Benefits & Risk Management.

SUPERVISION EXERCISED:
None at this time.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	**Salary**	**7 hours per day**	**35 hours per week**
	260 Days	**12 months**	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date