



POSITION ANNOUNCEMENT—EXECUTIVE DIRECTOR

The Missouri Educators' Trust (MET) is seeking candidates for the position of Executive Director. MET is an insurance consortium made up of Missouri public school districts, serving 14,000 insured members, operating budget in excess of \$60 million, with the management office located in Springfield, Missouri. Interested applicants should review the position announcement information and job description. A complete application file will include the following items:

1. Letter of Application;
2. Current Resume/Vita (Education, leadership experience, and relevant qualifications);
3. Letters of Reference (Include five (5) professional letters of reference);
4. Writing Prompts: (please limit to one page per response)
 - a. What do you feel are the necessary qualities of the MET Executive Director?
 - b. How have you actively promoted wellness within in your current organization?
 - c. In regard to the MET, what are the greatest "opportunities for improvement" that may be impacted by this position?
5. Other-Any other supporting documents that will enhance the application review process.

Position Information

- Full-time position
- Salary range \$95,000 - \$105,000
- Benefits to be determined and reviewed based on employment recommendations

Application Timelines

All application materials must be received by Wednesday, December 11, 2019

Electronic Materials may be sent to: METExecutiveDirector@gmail.com

Mail materials to: Gallagher
Attention: Missouri Educators' Trust – Interview Committee
300 South Jefferson Avenue, Suite 600 N
Springfield, Missouri 65806

Vision

The mission of the Missouri Educators Trust (MET) is to provide an effective, affordable, and high-quality employee benefits program for Missouri Public School Districts.

MET Executive Director Position Statement

The MET Executive Director will serve in various capacities in oversight, vision, action-planning, and operational oversight of the MET organization. The MET Executive Director will work as the liaison for the MET Board and shall be the chief executive officer and the head of all MET divisions or partnerships. Duties to include, but not limited to: daily operations, financial transactions, claims review, recruitment/retention, accountability, and operations facilitator. The MET Executive Director will be responsible for all policies and compliance responsibilities of the MET Organization.

Qualifications

The Executive Director of the MET must hold an advanced degree from an accredited institution of higher education. Qualified candidates should have a minimum of five (5) years of central office administrative experience with a Missouri public school district, experience in negotiating contracts and contract renewals, and possess a basic knowledge of health insurance and the health insurance industry.



Job Type

The MET Executive Director will be a full-time, 12-month, salary-based, administrative executive position. The employment term will begin July 1 through June 30; however, the employment term will begin when an appropriately qualified candidate is selected. The initial contract of the position will be one year with an annual renewal review. The MET Executive Director shall be accountable to the MET Board for all aspects of the MET Organization. The contract amount will be determined by the MET Board will include applicable sick, personal, and vacation leave; travel stipend as appropriate.

Leave or Vacation

The Executive Director will receive three weeks (15 days) of paid vacation annually, 12 sick leave days, and 3 personal days based on employment terms.

General Position Responsibilities

- Serve as the Chief Executive Officer (CEO) of the MET, who may speak on all matters before the Board, but may not vote on any matter;
- Serves as chief executive officer of the MET;
- Oversees development of the annual budget; manages and monitors its implementation;
- Oversees development of policy and related services of MET;
- Establishes and coordinates the member activities of MET—including monthly and/or quarterly meetings for the MET Board, Districts, or new member Districts;
- Oversees external and internal communications and marketing of MET;
- Acts as a spokesperson for MET members on health insurance issues;
- Serves as a liaison between state organizations such as MASA and MOASBO;
- Oversees, supervises and evaluates contracted services of MET;
- Serves as a member District liaison regarding health insurance trends, law, policy, and related services;
- Other duties to include facilitating new member orientation, Board of Education communication, superintendent communication, and District support;
- Facilitate the third party administrator (TPA) agreement(s) and the MET Board to prepare agenda and regular business items, while also providing monthly reports and recommendations on matters requiring MET Board action;
- Performs other such duties and responsibilities as may be assigned by the MET Board of Directors.
- On a monthly basis, the Executive Director will report all upcoming activities and anticipated expenses that will require reimbursement by the Board of Directors. The Board of Directors will annually set rates for lodging, meals and mileage. The Executive Director will keep accurate and detailed reports of all expenses to be submitted to the auditor annually. Expenses will be reimbursed from the operation account of the Board of Directors.

Equal Employment Opportunity

The MET is an equal employment opportunity organization. The MET provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The MET expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.