

Your Role

Position: Associate Risk Manager

Department: Business Insurance

Position Objective: As an insurance expert, the Risk Analyst will manage Adventurous Journeys Capital Partners (“AJCP”) property, liability, and construction insurance strategy. This role collaborates with cross-functional teams, including Investments, Development, and Asset Management, to support AJCP’s rapid growth.

What You Do

Broker Relationship

- Communicates with broker regarding insurance, claims, or administrative issues, acting as a liaison to resolve escalated matters
- Manages relationships with third-party service providers including brokers, insurers, and consultants
- Manages the claims process on behalf of AJCP and work directly with brokers and carriers to ensure optimal outcomes when losses occur
- Works with AJCP department leaders and outside brokers to identify value-add opportunities, including cost efficiencies and ways to realize scale benefits as AJCP grows
- Performs any additional responsibilities that may be required to support AJCP’s rapid growth

Client Advocacy

- Prepares insurance applications and renewal market submission documentation for all of AJCP’s insurance lines of coverage
- Reviews policy terms and conditions, coverage, insurance limits and retention levels with the Head of Risk Management to make recommendations in support of AJCP’s risk management strategy
- Develops, implements, and maintains tools to track COIs and key metrics, including insurable values, replacement cost estimates, annual premiums, key policy terms, etc
- Maintains a database of insurance policies and calendar of policy renewal dates and work across departments to understand timing of projects moving through the various phases of construction to completion
- Reviews contractual insurance requirements and make recommendations on appropriate insurance language to various business units
- Ensures premium invoices are properly coded and submitted for timely payment
- Assists with compliance processes, including annual audits and construction audits
- Responds to lender, JV, or other stakeholder regarding insurance-related reporting requests

Peer Relationships

- Participates in ongoing scheduled meetings with AJCP’s service team to discuss accounts, renewals, service needs, service platform, etc.
- Develops successful and effective working relationships with AJCP, Producers, Account Executives, Account Managers, Client Service Representatives, Claim team members, managers, carriers, and members of other departments

Your Education and Experience

Required

- Upon hire, Insurance Producers License for Property/Casualty
- 5+ years of relevant experience in a risk or insurance position such as an insurance brokerage firm, insurance carrier, property underwriter or in-house risk manager for a REIT, real estate developer, or other company with significant real estate holdings.
- Experience with strategic planning and implementation of complex accounts

Preferred

- BS/BA in Business, Insurance or related field
- ARM, CRM, CRIS, or other professional insurance designation related to discipline
- Experience working with agency management systems
- Advanced skill level in Microsoft Office suite

Contact

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