



## Washington Counties Insurance Fund **EXECUTIVE DIRECTOR** *Recruitment Announcement*

### Recruitment Announcement

The Washington Counties Insurance Fund (WCIF) was established in 1958 by the Washington State Association of Counties (WSAC). WCIF was established to purchase affordable group insurance for Washington counties. In 1964, WCIF became a separate entity for tax purposes, and in 1985 the Board of Trustees moved the administration of the Fund to its own professional employee benefits staff.

WCIF is a public nonprofit multiple employer benefit trust that currently provides fully insured health plans for counties and other local government entities and Non-profit organizations with ongoing state or local government funding. Plan offerings include medical, dental, vision, life, disability and an employee assistance program.



## Vision, Mission, and Values

### WCIF Mission

Our mission is to provide premier insurance benefits to our members and partners through outstanding customer service, while cultivating long-lasting relationships.

### WCIF Vision

Our vision is to support, serve, and nurture the well-being of communities throughout the State of Washington.

### WCIF Core Values

*Relationships* – We build quality, long-lasting relationships by sharing our expertise in an inviting and respectful way, through daily interactions.

*Community* – We foster a unique and inclusive experience for our members through continual connection and engagement.

*Integrity* – We conduct ourselves in a way that is transparent and consistent with our mission to provide outstanding service. We are honest in helping our members arrive to the best solution possible, even if that solution does not align with our own organizational interests.

*Servant-Leadership* – We serve our members and create a positive impact in their lives. We likewise develop each of our team members into servant-leaders who go above and beyond in supporting others.

*Education* – We encourage continuous improvement by providing innovative and educational opportunities for our team. This allows us to remain a relevant, expert resource to our members, so that they can become empowered to make the best decisions for their organization.





## About the Position

The Executive Director, reports to and provides support for the WCIF Board of Trustees, and serves as the chief executive officer.



### *Essential Job Functions & Responsibilities:*

- Provide strong leadership and support, development, and continuity for staff. Foster continued strong, respectful, collaborative, and collegial culture. Responsible for day-to-day operations including staff development, training, goal setting, and support. Addresses issues through effective coordination and communication while implementing solutions aligned with staff and organizational goals.
- Works directly with Board members and employer representatives. Reports to the Board and apprise them of current organizational activities and issues. Coordinates Board activities aligned with Bylaw requirements.
- Makes recommendations to the WCIF Board on courses of action for business and benefit strategies to meet goals and objectives.
- With the WCIF Chair, coordinates and conducts meetings of the WCIF/ Board, Insurance Advisory Committee, Executive Committee and other functions by providing accurate and timely information on a continuing basis to facilitate informed decision-making regarding governance, policies and changes to plan offerings, benefit designs or practices. Develops and presents annual budgets
- Supervises the WCIF staff, leads and guides staff meetings, and is responsible for recruitment, selection, orientation, assignments, training, coaching, performance appraisal, , promotion, and other human resource matters.

- Drive and engage in strengthened relationships with all contractors and consultants. Manages activities and monitors performance of benefit consultants, attorney, third party administrator, insurance carriers computer technicians and other professional advisors.
- Ensures financial stability and integrity. Implements and maintains internal accounting systems, procedures and controls that are in compliance with the Washington State Auditor's Office; monitors and ensures reserve requirements recommended by the Washington State Office of Risk Management are met and/or exceeded; develops and presents financial reports; and ensures operational expenses adhere within the Board approved budget.
- Advises the benefits consultant on the development of renewal strategies for negotiation with the insurance carriers for the fully insured benefit plans sponsored by the WCIF; and the third-party administrator, and other providers of services.
- Directs sales, marketing and promotional efforts to attract new participating employers and retain current customers; research state and national trends to develop plans and strategies; and maintains up-to-date knowledge on employee benefits to enable a wide selection of benefit plans at competitive prices and values.
- Coordinates the development of employer and employee health education meetings, programs and communications, including benefit comparisons, benefit summaries, benefit helpline updates, summary plan documents, health promotion programs, wellness grants/incentives, and quarterly wellness newsletter.
- Ensures compliance with state and federal laws and regulations that apply to the trust fund health plans; works with lobbyist to monitor legislation that may impact the trust fund.



## The Ideal Candidate

The Executive Director must have demonstrated leadership skills and set a standard by intellectually and emotionally engaging people at all levels – from staff and Board Members to customers. For this important role the Board seeks a dynamic, highly credible, unifying leader who is deeply committed to the success of WCIF and is a strategic big-picture thinker.

The next Executive Director must be eager to make a personal investment in the long-term success of WCIF. Proven leadership experience and business acumen are essential. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

## Performance Dimensions

### LEADERSHIP:

- **Lead courageously:** Continuously build and defend the strength, reputation, and image of WCIF. Be a dynamic and enthusiastic leader that inspires excellence.
- **Build talent pools:** Hire, mentor, develop, manage, and inspire staff. Continue to build and reinforce a cohesive, dedicated, highly effective team. Be humble, curious, inquisitive, and open and able to generate new ideas.
- **Foster collaboration:** Provide the tools, systems and resources that create a supportive environment for working as a team. Have integrity, transparency, humility, and a strong commitment to WCIF's values and principles.
- **Manage change:** Oversee the change management process, including successful communication strategies, involving others in the implementation of change and monitoring and reinforcing processes and success.

### COMMUNICATION:

- **Inspire trust:** Communicate honestly, be trustworthy and consistent, follow through on commitments, and create an atmosphere of integrity, marked by fair, respectful behavior
- **Promote open communication:** Maintain an environment where communication is open and direct, encouraged, rewarded, and relevant.
- **Marshal support:** Coordinate and cooperate with constituent groups having divergent viewpoints and needs and help them find common ground.

### CONSTITUENT RELATIONS AND COLLABORATION:

- **Drive effective external communications:** Develop and nurture mission-critical relationships. Pull people together in a collaborative and inclusive manner.
- **Build consensus:** Collaborate, facilitate, and develop relationships. Remain in touch with the needs and interests of users by actively seeking new ideas and collaboration that fosters a culture of innovation and experimentation.

## Desirable Qualifications

A Bachelor's degree with at least seven years of senior management experience in the fields of employee benefits, public employer/ multiple employer /association business, self-insured health and wellness programs, finance, or general insurance. Must be licensed and authorized to sell Life and Disability products in Washington State or be willing to become licensed.

## Compensation

WCIF offers a total work/life package of pay, benefits, flexibility, and workplace opportunities to help you get the most out of your career and life.

The annual salary range for the position is \$160K - \$215K.

Benefits include fully covered medical, vision and dental, long-term disability, life, and AD&D insurance. WCIF provides coverage for ID theft & fraud protection and a legal plan. WCIF provides a company cell phone, laptop, and the use of a company vehicle for business purposes. In addition, the WCIF offers vacation and sick leave, paid holidays, participation in the Public Employees Retirement System (PERS) and Deferred compensation 457 plan. WCIF employees do not contribute to or participate in social security.



## Live and Work in a Great State

Washington State is a great place to live, work, learn, play, and be a part of a community. Washington offers a quality of life that is unsurpassed. From the high-energy urban center of Seattle, one of the nation's top-ranked cities, to the more relaxed pace of our rural communities, Washington's distinctive Northwest lifestyle blends a progressive, creative culture with a casual nature and an abundance of outdoor recreational opportunities.





# APPLICATION PROCESS

**Persons interested in this position must submit a cover letter and a current resume.**

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled. To be considered for the first round of interviews, please submit your application materials by visiting [www.karrasconsulting.net](http://www.karrasconsulting.net) as soon as possible but no later than August 22, 2025

WCIF's mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

