

NATIONAL CATHOLIC SERVICES, LLC POSITION DESCRIPTION

<u>TITLE</u>	Senior Excess Liability Insurance Underwriter & Reinsurance Coordinator
<u>MAJOR RESPONSIBILITY</u>	Assist Director of Underwriting & Reinsurance Coordination
<u>TITLE OF SUPERVISOR</u>	Director of Underwriting
<u>LOCATION</u>	Lisle, Illinois Office
<u>PRIMARY FUNCTIONS</u>	<ol style="list-style-type: none">1. Reviews new and renewal submissions for Shareholder-Insureds assigned by the Director of Underwriting. Underwrites risk, analyzes, and evaluates exposures and risk control measures, prices risk in accordance with company guidelines. Negotiates terms and conditions with insureds/brokers.2. Becomes proficient, after training and familiarization, in use of the Company Policy Underwriting and Information System in order to complete other tasks required within this Position Description.3. Becomes proficient, after familiarization and review, in the knowledge of and use of the Company's Underwriting Guidelines.4. Acts as coordinator of the Company's reinsurance program. Plans, schedules, coordinates, documents, tracks, and executes the Company's reinsurance treaty renewals. Measures the effectiveness of the Company's reinsurance program. Serves as primary liaison with the Company's reinsurance broker and any direct placement reinsurers.5. Establishes primary responsibility for the management, accuracy, and application of the company's reinsurance treaties as it applies to the Company's insurance programs. Reviews, compares, analyzes, and assists in completion of Company's reinsurance treaty contracts.6. Prepares monthly reinsurance bordereau.7. Works with clients and brokers on completing application(s) and related renewal information on the TNCRRG Portal.8. Sets up new and renewal accounts in Policy Underwriting and Information System. Completes pricing worksheet in Policy Underwriting and Information System.9. Reviews new and renewal submissions for assigned book of Shareholder-insureds for accuracy of underwriting data and completeness of applications. Follows-up with broker and/or Shareholder-insured for any missing information.10. Implements and ensures compliance with TNCRRG Underwriting Guidelines and procedures related to the underwriting function on the assigned book of Shareholder-insureds.11. Issues policy binders and generates invoices for new, renewal business and endorsement activity. Responsible for providing same to the insureds, respective brokers, and Controller.

12. Prepares additional invoice documentation for Controller providing tax, commission, and reinsurance premium information for new and renewal business.
13. Issues policies and/or oversee policy issuance and review issued policies for accuracy. Issues policy change endorsements. Responsible for providing policies and change endorsements to insureds, brokers, reinsurer, and Controller.
14. Completes Underwriting Quality Checklist for each new and renewed policy.
15. Assists with the creation of and enhancements to the Policy Underwriting and Information System based upon experience.
16. Works with clients or brokers on assigned book of Shareholder-Insureds regarding policy or coverage questions.
17. Sends marketing material to brokers or prospective insureds upon request.
18. Compiles and provides various underwriting reports to Director of Underwriting on request.
19. Prepares Confidential Offering Memorandum and Participation Agreements for new shareholders, follows up for signature. Sends executed agreements to corporate legal counsel Rachlin Martin and send stock certificates to Shareholder-insureds.
20. Interfaces and coordinates with insureds, brokers, reinsurers, auditors, and Controller and assist as needed.
21. Interfaces with Coverage Counsel, President and Director of Claims Management to review policy coverage and make changes to policy forms, as necessary.
22. Ability to direct work of Underwriting Assistant and other clerical help as needed.
23. Other duties as assigned.

POSITION REQUIREMENTS:

1. Five years of experience as an Underwriter at a Commercial Insurance Company or 5 years of experience as a Client Service Representative at a regional or national Insurance Broker. Knowledge of Alternative Risk Financing programs is a plus.
2. Experience with reinsurance concepts, reinsurance products, terminology, treaty renewal process and application of reinsurance treaties to submitted claims.
3. Previous experience working with Commercial Insurance Company Underwriting System or Broker/Agency Management System.
4. Proficient with Microsoft Excel, Word, Outlook, and PowerPoint.
5. Ability to communicate clearly and effectively.
6. Possess analytical skills and ability to make decisions independently.
7. Ability to prioritize tasks and work under tight time constraints.
8. Strong interpersonal skills and ability to work well with clients, brokers, reinsurers, and peers in a team environment.

Please note: The National Catholic Risk Retention Group, Inc. is a non-profit organization owned by entities of the Roman Catholic Church. Its mission and organizational goals reflect values of the Roman Catholic religion.