



Vice President, Surety Policy and Programs

Summary

Reporting to the President, this position provides primary underwriting, substantive and legal support to members and staff concerning all surety and fidelity issues impacting SFAA members. This position, either directly or through the position's team, provides services to support the work of the following SFAA advisory committees: contract bonds; commercial surety; surety claims; fidelity and fidelity claims; actuarial and statistical; and corporate counsel. This position coordinates with the Government Affairs team on policy development and legislative advocacy. Finally, this position develops and oversees SFAA's Diversity Programs, including the Model Contractor Development Program and Bonding Education Program, as well as SFAA's engagement with diverse contractor groups.

Essential Functions of the team that will be led by this Position

- Responding to member inquiries regarding surety bond requirements, providing guidance regarding the Rules Manual, classification codes and research on statutes and regulations affecting the writing of surety bonds.
- Drafting and managing the content and regulatory filings of the surety Rules Manual in all jurisdictions.
- Oversight of SFAA's library of fidelity and crime forms, including review of relevant insurance laws and regulations to determine whether SFAA's forms are compliant.
- Providing substantive support to Regulatory Affairs with respect to fidelity and surety filings.
- Developing and overseeing a plan for SFAA Diversity Programs, including SFAA's Model Contractor Development Program, USDOT Bonding Education Program and SFAA's engagement with diverse contractor groups.
- Coordinating any educational programs for SFAA.
- Drafting letters in response to proposed regulations.
- Drafting articles and giving presentations to promote the value of fidelity and surety bonds.
- Either directly or through the position's team, providing services to support the work of the following SFAA advisory committees: contract bonds; commercial surety; surety claims; fidelity and fidelity claims; actuarial and statistical; and corporate counsel.

Competencies

- Extensive contract and commercial surety underwriting experience or associated legal experience
- Excellent oral and written communication skills
- Strong collaboration skills and ability to work in teams
- Ability to identify data and research that would support the advocacy agenda and efforts to promote the industry
- Strong leadership skills
- Strong problem solving/analytical skills
- Excellent time management skills

Required Qualifications

- High ethical standards
- Strong interpersonal relationship skills
- High standard of excellence
- Proven record of success in previous positions. Demonstrated ability to set strategies, implement tactics, and meet objectives. (i.e. do what it takes to achieve established goals)
- Strong, positive reputation
- Excellent multi-tasking skills and ability to work in fast-paced atmosphere with changing priorities.

Supervisory Responsibility

Responsible for supervision of team members who support the work required of the following SFAA Board Advisory Committees: contract bonds, commercial surety; surety claims; fidelity and fidelity claims; actuarial and statistical; and corporate counsel.

Required Education and Experience

1. Four-year undergraduate degree.
2. 15 years of contract and commercial underwriting experience or associated legal experience.

Preferred Education and Experience

1. Juris Doctor degree from a law school accredited by the American Bar Association.
2. Experience working on matters regarding fidelity law.

Position Type

This is a full-time, exempt position. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 15-20 percent travel.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.