Title: Risk Manager  
Schedule: Regular, full-time  
Division: Operations  
FLSA: Exempt  
Working Group: Administration  
Reports to: Vice President - Administration

Ministry Function
The Risk Manager supports the ministry of Convoy of Hope by assisting the Vice President of Administration with ongoing risk management duties and special projects.

Essential Duties & Responsibilities
1. Assists with insurance duties including but not limited to policy renewals, policy revisions, and work comp audits.
2. Is responsible for maintaining logs and documents for domestic and international vehicles, contractor’s equipment, inland marine equipment, vehicle drivers, equipment operators, etc.
3. Is responsible for obtaining requested certificates of insurance.
4. Is responsible for processing insurance claims including but not limited to vehicle and inland marine insurance claims.
5. Is responsible for providing liability related forms including but not limited to assumption of risk forms and personal travel affidavits.
6. Is responsible for processing international trip requests.
7. Is responsible for Assemblies of God Work Missions (AGWM) travel notifications.
8. Is responsible for Convoy of Hope’s international travel tracking system.
9. Is responsible for maintaining country safety briefs and travel safety dashboards.
10. Is responsible for assigned duties related to Global Program conformity including but not limited to insurance, vehicles, safety, and security.
11. Assists with other risk management duties as requested.
12. Reviews and analyzes travel risk alerts and restriction notices.
13. Serves on Convoy of Hope’s safety committee and assists with committee actions.
14. Is responsible for maintaining the emergency team member map.
15. Serves as the back-up to the Administration Manager for duties related to policies, agreements, intellectual property, etc.
16. All other duties as assigned.

Required Knowledge, Skills & Abilities
1. Bachelor’s degree is preferred; high school diploma or equivalent is required.
2. 3+ years of experience in office and/or project management; insurance/risk management experience is preferred.
3. Ability to pay close attention to details.
4. Strong organizational skills for handling several projects at one time.
5. Excellent interpersonal communication skills for dealing with vendors and staff.
6. Ability to maintain utmost confidentiality in dealing with sensitive issues.
7. Ability to use a PC and software programs, including but not limited to Microsoft Outlook, Word, and Excel. Experience with Monday.com preferred.
8. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.

9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities**
None at this time.

Created: May 26, 2021