



CBM



Part Time Contract Employment Opportunity

National Director, Canadian Baptist Pension & Insurance Plan

This ministry position is responsible for the oversight of the Canadian Baptists' national pension (1400 active / 800 inactive members) and group insurance (1800 active & retired members) plans. The National Director ensures all regulatory compliance is met, and that all financial statements and amendments are filed; also consults extensively with the plans' service providers and consultants and provides advice, clarification, and direction to benefits staff in the Convention and Union offices. The National Director also writes/edits communications to all stakeholder groups as well as provides reports at the Audit Committee meetings.

This contract position reports to CBM's Director, Administrative Services.

Responsibilities:

Administration:

- Work with pension plan record keeper to monitor, develop and record appropriate administrative practices; identify where improvements can be made and work with appropriate parties to implement
- Develop pension governance policy in alignment with appropriate legislation
- Coordinate annual pension plan audit and draft financial statements
- Review benefit plan financial results and renewals/rates
- Manage consulting fees
- Monitor enrolments and contribution remittances
- Troubleshoot with service providers on service issues
- Provide archive copies of agendas and minutes

Resource:

- Verify and interpret plan text for both pension and benefit plans
- Address member service and systems issues with providers
- In conjunction with Director, Administrative Services, meet with consultants to review agendas for semi annual pension and insurance meetings, identify new work for the P&I Committee, and review presentation materials. Prepare written reports

Communication:

- Interact with Plan members, treasurers and church board members to clarify policy
- Provide advice and direction to plan stakeholders and regional staff on plan text and contracts as needed
- Write/edit and oversee translation and distribution of all written communications to plan members and employers (ie member and employer newsletters, annual stakeholder report; benefits booklets, information guides; policy and procedures documents)
- Present to Audit Committee semi annually (financial statements, new projects, and Compliance Reports)

Qualifications:

- Must accept CBM's Core Values (see www.cbmin.org).
- CEB or CEBS or PPAC & GBA designation
- 5-10 years pension and benefits work experience; senior level preferred
- Working knowledge of Canadian provincial pension and benefits legislation
- Excellent communication skills, both verbal (relating to industry consultants, third party service providers benefits staff in regional offices and plan members) and written skills (able to write/edit newsletters, reports, policy and plan interpretation documents)
- Ability to ascertain effective practice and turn into policy and procedure
- Must be self directed, self motivated, have initiative to work to deadlines, attentive to details
- Experience in not-for-profit sector
- Active member of a Baptist Church of the CBWC, CBOQ, CABC or UBFC preferred

Please submit cover letter and resume by e-mail to membercare@cbmin.org prior to May 20, 2014
CBM 7185 Millcreek Drive, Mississauga, ON L5N 5R4 www.cbmin.org

Thank you for your application; however, only those selected for an interview will be contacted.
This posting will remain open until a suitable candidate is found.