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| **Company:****Title:** | **Revantage**Senior Director, Risk and Insurance  |
| **Department:****Sub-Department:****FLSA:****Reports To:****Location:****Date:** | **Risk Management****Risk Management****Exempt**SVP – Risk Management Chicago, IL08-17-20 |

We are looking for an ambitious Sr. Director to join our Global Risk and Insurance team. This role is ideal for someone excited to develop, assess, implement and monitor our insurance activities. The Sr. Director is responsible for identifying and evaluating risk exposures and administering risk treatment/insurance programs to efficiently mitigate exposure and risk. This position is based out of **Revantage’s** headquarters in Chicago, IL.

**Revantage Corporate Services, an affiliated company of Blackstone,** was created in August 2017 to provide consultative services consisting of HR, Finance, Tax, Legal, Risk Management and Technology to real estate portfolio companies owned by Blackstone funds, in various sectors including multifamily (LivCor), commercial office (Equity Office), retail (ShopCore), hotel (BRE Hotels & Resorts), and industrial (Link).  As **Revantage** expands, we may provide services to additional Blackstone companies.

**RESPONSIBILITIES:**

**Relationship Management**

* Advises and updates Blackstone representatives, Revantage senior management, and the portfolio companies’ senior management on key risk management issues.
* Collaborates and interacts with business partners throughout the organization to understand businesses risk management needs, key strategic initiatives, and minimizing risk exposures.
* Develop strong, effective working relationships with company’s management and internal customers at each property to communicate company’s risk objectives and vision and to coordinate risk related processes.
* Effectively interact with company’s risk team, brokers, RMIS vendors and insurers in communicating company’s risk related goals and objectives.

**Evaluate**

* Support our efforts to right-size and modernize our existing risk management platform, with the goal of improving the development, implementation and consistent application of effective risk transfer programs, claims management programs, policies and procedures, and risk reporting tools.
* Performs risk assessments by analyzing current risks and identifying potential risks that affect the organization.
* Provides Risk & Insurance team or others, with ad hoc analyses of our exposure data and insurance loss reports.

**Implement**

* Establish written policies and procedures for each area of the risk management function. Ensure such policies and procedures are communicated to stakeholders and are updated regularly.
* Implement, administer, and monitor risk management techniques / strategies to efficiently and cost-effectively manage those risks (i.e.: risk transfer, risk mitigation / loss control, risk avoidance, risk elimination, risk retention, etc.)
* Assist in oversight of claims processes, reporting and tracking, and communicating claims information to insurance carriers.
* Assists with corporate insurance and captive budget and forecasting, being responsible for the budget process over time.
* Manage (from a risk management perspective) acquisitions made by company including a due diligence risk / insurance budget and implementation of appropriate risk management treatments to handle the exposures.
* Coordinate the risk control activities of company’s insurance carriers and brokers to effectively reduce company’s exposure to loss.

**Monitor**

* Produce monthly/quarterly/annual reports for budgets, premium allocation, key metrics, renewals, trend analysis and any other reports required for presentation to senior management and internal business partners.
* Maintains an effective and proactive risk management framework that influences process change and considers impact on risks and other resources.
* Collaborate with brokers and internal teams to identify, evaluate and appropriately insure and reinsure our risks.
* Remain informed of the changes that occur within the company and recommend/execute changes to the program(s) as appropriate.
* Stay abreast of emerging issues affecting risks via participation in forums, risk management educational programs and other educational opportunities.
* Track and review all insurance policies held by the company and support renewal process annually.
* Assists in the collection, analysis and data input of exposure and policy data for all lines of insurance carried by the Company.
* Review insurance binders, invoices, and policies for accuracy and manage the retention of policies, schedules of insurance and other risk management documentation based on company’s retention policy.
* **Perform other duties as assigned.**

**REQUIREMENTS:**

* Bachelor’s degree in Risk Management, Accounting, (Computational/Quantitative) Finance, Economics or related field required
* Master’s Degree or Chartered Property Casualty Underwriter designation preferred.
* Minimum 10 years risk management experience
* Demonstrable and current in-depth knowledge and understanding of the real estate and hotel industries and sectors, including the main products and services produced and processes used
* First-class interpersonal skills, including relationship building and maintenance
* Proficient working knowledge of Microsoft Office Suite, particularly Excel
* Excellent communication (verbal & written), numerical, presentation & organizational skills
* Self-motivated with the ability to work effectively as part of a team in a fast-paced, dynamic environment where superior time-management and prioritization skills are essential

**PREFERRED:**

* N/A

**EEO Statement**

Our company is proud to be an equal opportunity employer. *We celebrate diversity and are committed to creating an inclusive environment for all employees.* Our employment decisions are based on individual qualifications, job requirements and business needs without regard to *race, color, marital status, sex, sexual orientation, gender identity and/or expression, age, religion, disability, citizenship status, national origin, pregnancy, veteran status and* *or any* other legally protected characteristics. We are committed to providing reasonable accommodations, if you *need an accommodation to complete the application process, please email* talent@revantage.com.