

Director of Institutional Resilience

Office of Institutional Resilience

Position Summary

Primary institutional responsibility and authority for shielding the college's resources from preventable loss, mitigating the impact of losses that are not prevented, and assisting with monitoring the institution's compliance with laws and regulations.

Qualifications

The successful candidate will understand and support the mission of Westmont as a liberal arts community in the evangelical Christian tradition and personally affirm the Christian mission and the Community Life Statement and adhere to its behavioral expectations. Requirements include a Bachelor's degree with at least five years of experience in the area(s) of risk management and/or emergency management and/or an area involving the use and development of reasonably transferable skills. It is highly preferred that the candidate has a professional credential in the field (ARM, CRM, CPCU, CEM) or the ability to obtain such within 18 months; skills and experience in the areas of risk management techniques, global awareness of risk management principles and practices, emergency management program implementation, insurance coverage innovation and project management; has significant experience as a manager and supervisor; and has worked in a higher education setting. The college is seeking a candidate with strong interpersonal, verbal and written communication skills; excellent analytical and organizational skills; proficiency with G Suite and Microsoft Office Suite; and willingness and aptitude to learn additional software programs, notably Smartsheet. Occasional weekend and evening hours required, including periodic international travel. *The incumbent is required to respond to a disruptive college event, which may involve working under adverse conditions and could interrupt personal plans.*

Job Responsibilities

The responsibilities of the Director of Institutional Resilience include but are not limited to the following:

- Leadership:
 - Hire, train, evaluate and supervise Institutional Resilience staff.
 - Implement appropriate strategies to manage risks, respond to emergencies, control losses, and manage and address claims.
 - Work with the Vice President for Finance to secure appropriate non-benefits insurance coverage for the college.
 - Monitor industry trends and other inputs to identify, and annually share with executive leaders, the key factors (perils and prospects) that, successfully managed, will reduce impediments to achieving the priorities identified in the college's Strategic Map.
 - Manage budgets with fiscal responsibility and accountability.
 - Serve on the Global Travel Advisory Group.
 - Work with other departments, faculty and staff to evaluate and mitigate potential hazards; prepare for and respond to a variety of potential emergencies; and comply with laws and regulations that impact the college.

- Work collaboratively with department heads to explore and develop new procedures or policies designed to reduce or prevent risk.
 - Establish and maintain excellent working relationships with first responder leaders throughout the local area.
 - Respond to questions and educate faculty, staff, and students regarding risk management processes, policies and procedures.
 - Communicate effectively to the community regarding questions, problems, and special needs as they relate to the College's insurance and risk program.
- Risk Management: Work with Institutional Resilience staff to:
 - Act in a manner consistent with the college's adopted Philosophy of Risk Management.
 - Identify both insurable and non-insurable risks, and propose means of shielding the college's resources from preventable loss.
 - Implement suitable practices to reduce the college's exposure to foreseeable risks.
 - Help develop and implement plans for the safety of students involved in the Potter's Clay program.
 - Ensure sufficient third party insurance coverage is in force.
 - Manage property, automobile and other non-benefits insurance claims and financial transactions relating to insurance issues.
 - Respond to internal customers' needs by reviewing insurance, indemnification and other requirements in various contracts; advise of changes as necessary to conform to policy language.
- Emergency Management: Work with Institutional Resilience staff to:
 - Coordinate the preparedness efforts of the college to be poised to respond swiftly, nimbly and compassionately to any major disruption.
 - Pursue substantial conformity with applicable national standards for higher education emergency management.
 - Convene the Situation Readiness & Response Team for routine meetings to provide input and guidance on addressing foreseeable disruption.
 - Plan and conduct the annual ReadyDay exercise.
 - Support implementation of the college's BackOnTrack continuity plan.
 - Assist in recovering from disruptive incidents.
- Compliance: Coordinate with other departments as needed to facilitate compliance duties, including:
 - Identify the college's legal and regulatory obligations.
 - Monitor compliance with these obligations and make recommendations to ensure that Westmont remains current on meeting them.
 - Serve as the college's point person for tracking and reporting compliance with our Conditional Use Permit.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and

correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

- Other duties as assigned.

Reports to: Vice President for Finance

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