NOTICE OF EMPLOYMENT OPPORTUNITY

Job Title: Risk Manager
Location: Chicago
Department: Risk and Loss Prevention
Reports To: Director of Risk and Loss Prevention
Position Type: Full-time
FLSA: Exempt

Job Overview: Serves as a key member supporting the Director of Risk and loss Prevention in the oversight and enhancement of the campus risk program. The Risk Manager is responsible for managing risk identification, assessments, claims management, litigation support, contractual risk programs and monitoring activities across the campus. This highly visible role will work closely with leadership, the Legal Department, insurance brokers, carriers, outside counsel, contractors, exhibitors, and event organizers to protect organizational assets and minimize operational and financial risk.

KEY RESPONSIBILITIES:

- Manage aspects of the organization's insurance and claims programs.
- Review and approve Certificates of Insurance for contractors, exhibitors, vendors, and event organizers.
- Coordinate with the Legal Department and external panel counsel regarding active claims and litigation.
- Investigate incidents, property damage claims, and liability exposures.
- Identify responsible parties and pursue contractual and insurance recovery opportunities.
- Conduct facility inspections and support safety and loss prevention initiatives.
- Oversee relationships with insurance brokers, carriers, claims administrators, and consultants.
- Assist with insurance renewals and coverage evaluations.
- Develop risk mitigation strategies for events and facility operations.
- Prepare reports for leadership regarding claims activity, litigation, insurance matters, and emerging risks.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Bachelor’s degree in risk management, Business, Finance, Accounting or related field is required; advanced degree (MBA, MS) strongly preferred.

- CRM (Certified Risk Manager) or CRMP (Certified Risk Management Professional) designation preferred; strong candidates actively pursuing certification will be considered.
- 7+ years of relevant experience in risk management.
- Strong understanding of the legal system and ability to work closely with internal Legal and external panel counsel to protect our interests before and during an active lawsuit.
- Knowledge of reviewing claims and having the ability to successfully transfer the risk to responsible parties, per contracts and insurance programs.
- Excellent written and verbal communication skills, with the ability to present complex risk concepts to senior leadership.
- Strong interpersonal skills and ability to build effective relationships across business lines and control functions.
- Knowledge of large public venues, convention centers, hospitality facilities, sports venues, airports, municipalities, or similar environments preferred.

NOTE: Selection will be based on an evaluation of applicants' training, skills and experience

Pay
$80,000-$100,000
Job Type
Full-time
Shift Schedule
Monday – Friday
Benefits:
Health Insurance (medical, dental, vision)
Long-Term Disability Insurance
Deferred Comp Matching
Paid Time Off (vacation, sick leave, holidays)

Please submit resumes and cover letters to HR@mpea.com
"EQUAL OPPORTUNITY EMPLOYER"