

ISAS Group Benefits Trust – Executive Director Job Description

Reports to: ISAS Group Benefits Trust Executive Committee



ISAS Group Benefits Trust Overview

The ISAS Group Benefits Trust (est. 1989)(the “Trust”) is a tax-exempt 501(c)(9) Voluntary Employees’ Beneficiary Association (VEBA) and a registered Multiple Employer Welfare Arrangement (MEWA) serving independent schools affiliated with the Independent Schools Association of the Southwest (ISAS). The Trust currently includes 25 member schools across Texas and Oklahoma, representing about 3,600 employees and more than 6,000 total insured lives. It operates as a self-funded plan offering medical, dental, vision, and prescription drug benefits, with two primary medical plan options: a traditional PPO and a High-Deductible Health Plan (HSA-compatible). The Trust also offers some ancillary benefits, at the discretion of each school, including FSA, HSA and Life Insurance coverage. The Trust maintains specific stop-loss coverage to limit financial exposure and stabilize member costs. Governed by a board of trustees consisting of member school representatives, the Trust is subject to ERISA fiduciary standards and annual Form 5500 and Form M-1 filings with the Employee Benefits Security Administration (EBSA), along with independent audits and actuarial opinions to ensure ongoing regulatory compliance and financial soundness.

This job is working remotely except for some in person meetings in Dallas.

Position Summary

The Executive Director is responsible for all aspects of the Trust and serves as the Trust’s Chief Executive Officer. This individual sets the tone for the direction of the Trust and ensures that the Trust remains in compliance with all laws, rules, and regulations of appropriate governmental authorities, and maintains sound financial standing.

Essential Functions

- **Manage financial integrity of the Trust**
 - Develop annual budget and rate setting projections for Finance Committee
 - Manage the renewal of insurance policies (i.e., fiduciary liability, officers & directors, professional liability, crime, cybersecurity, reinsurance)
 - Maintain relationship with investment advisor and monitor portfolio compliance with the Trust’s investment policy

- Manage and/or complete annual required federal and state filing requirements (5500, 990, M-1, etc.)
- Actively work and manage the underwriting process for schools applying for membership to the Trust

- **Trust Governance and Compliance**

Ensure policies & procedures compliance with the following:

- Act as HIPAA Privacy and Security Officer and coordinate HIPAA and fiduciary training as necessary for personnel of participating employers
- Monitor state and federal bodies (i.e., DOL, HHS, IRS, CMS, DOI, etc.) for legislative changes and regulatory impact currently and prospectively to the Trust and inform trustees and participants as appropriate
- **Protection of PHI and PII:** In conjunction with member schools, safeguard all Protected Health Information (PHI) and Personally Identifiable Information (PII) in compliance with HIPAA and applicable privacy laws. This includes the encryption of data in transit and at rest, maintaining secure access controls, and conducting regular audits of access to sensitive participant data.
- **Trust and Vendor Network Security:** Maintain robust network and endpoint security measures, including firewalls, intrusion detection, multi-factor authentication, anti-malware protection, and timely patching. Monitor and verify vendor security practices meet or exceed the Trust's standards, recognizing that the Trust and its vendors share responsibility for ensuring that all systems and devices accessing Trust data are hardened against unauthorized access or compromises.
- **Vendor and Incident Oversight:** Verify that all vendors (e.g. third-party administrators, stop-loss carriers, brokers, etc.) maintain adequate data protection policies and SOC 2-level controls. Ensure that both the Trust and its vendors have formal incident response plans in place that address breach detection, containment, notification, and corrective action for potential exposures across networks, systems, and local devices.
- In coordination with the Executive Committee develop the annual Trust meeting calendar
- Coordinate Trust Board and Committee meetings, developing agenda, and meeting documents as needed
- Take or coordinate the taking of minutes at all Trust Board and Committee meetings
- Monitor annual compliance of each participating employer with participation requirements and other required reporting

- Manage the production of plan documents and coordinate legal document review with counsel as necessary (i.e., SPD, SBC, Wellness Program guidelines, etc.)
- **Interface with plan vendors and consultants**
 - Maintain working relationship with outside benefit consultants and plan vendors
 - Maintain professional relationships with other consultants and engage, as needed
 - Research plan design and benchmarks with assistance from consultants and vendors, recommending appropriate updates and/or new programs
 - Coordinate on-campus biometric screening events and vaccination events with designated vendors and school locations
 - Help conduct enrollment meetings for new participating employers as well as current school locations as requested
- **Interface with member schools**
 - Maintain working relationships with member schools (CFO, HR, benefit coordinator, etc.)
 - Contact for member school benefit coordinators/HR/CFO
 - Coordinate monthly invoices to member schools
 - Prepare annual health coverage information reporting data for each member school
 - Prepare Healthy Choice participant earnings for each member school
 - Oversee benefit elections are done according to plan rules
- **Plan Communication**
 - Support member school inquiries with regards to plan questions, enrollment and claims
 - Manage and respond to wellness plan inquiries
 - Coordinate annual build-out of wellness plan portal and updates
 - Maintain the Trust website
 - Provide communication material for open enrollment and other Trust program as needed and/or requested
 - Respond to inquiries regarding the Trust from non-member institutions

Other Duties and Responsibilities

- Maintain an expert understanding of the Trust's program of benefits.
- Maintain a strong awareness of the political, social, and fiscal environment for health and welfare plan operations.
- Perform other duties as assigned by the Executive Committee

Qualifications

- **Education and/or Experience**

- Undergraduate degree, master's degree preferred
- 5 years' experience in related position(s) (i.e., healthcare and welfare benefits administration, non-profit management)
- Professional certifications (i.e., CEBS, GBA, etc.) preferred

- **Other Skills and Abilities**

- Strong analytical skills
- Experience with accounting and financial reporting
- Proficiency in spreadsheet and database applications
- Strong written and oral communication skills
- In-depth understanding of federal and state compliance requirements
- Must reside in Texas or Oklahoma