



8231-B Northwoods Drive, Lincoln, NE 68503 * (402)476-2951 * Fax (402)476-1586 * www.iian.org

Career Opportunity: Director of Operations/Education

IIAN's Director of Operations/Education is responsible for the management and maintenance of office automation systems and equipment, data base, and web site; as well as administration of association education programs and conferences.

Competitive base salary and benefits package. Some travel throughout the state of Nebraska required for education events and conferences; all travel expenses reimbursed.

Position Responsibilities

- Manage the association's office equipment and automated systems including phone, computer hardware, and software applications. Liaison to IT system maintenance vendor.
- Supervise organization, maintenance and development of customized data base, and other automated files on local area network.
- Manage development and maintenance of association web site.
- Administer and oversee the association's continuing education and agency personnel training programs, including assisting with planning, program development and marketing.
- Administer and oversee the association's conferences and conventions, including but not limited to coordinating with sponsors and exhibitors, on-site conference coordination, registration, and post conference procedures; including assisting with planning, program development and marketing.

Qualifications

The ideal candidate would have a 4-year degree in education or business administration, and/or commensurate experience in insurance or financial services, with a proven record working with automated systems management and office software. The candidate must be self-motivated, have the ability to communicate effectively, have good organizational skills, be detail-oriented, have good time management skills, and the ability to work independently.

Application Procedure

E-mail resume, cover letter, and list of references to:

Kevin Kraft, CPCU, Marketing Director
kevin.kraft@biginebraska.org

Independent Insurance Agents of Nebraska
8231-B Northwoods Drive
Lincoln, NE 68505

Fax 402.476.1586

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Applications must be received by 5:00 p.m. on May 29, 2020