OCSEA Job Posting

Applications should be submitted to the OCSEA Chief of Staff at bandrews@ocsea.org
and will be accepted through **Wednesday, August 19, 2026 at 5:00 pm.**

Executive Director – Union Benefits Trust
Job Description

Reports to:	Chair, Union Benefits Trust Board
Location:	Westerville, Ohio
Position classification:	Exempt, Full Time
Position objective:	Guide the daily activities of the Union Benefits Trust, while working with the Board to develop strategies, programs and services that uphold the Trust's mission. The mission of the Trust is to provide high-quality benefits and services to Union-represented public employees, to enrich the quality of members' lives and to enhance their appreciation of their respective Unions.

Overview:
The Executive Director (hereinafter "Director") is responsible for the overall administration and coordination of Trust programs and initiatives. The Director must articulate a vision for the Trust; set annual objectives; prescribe and practice ethical behavior; supervise and develop staff; manage resources and budget; communicate effectively with all constituencies; collaborate with all stake holders; and continuously monitor and improve program offerings in response to changing needs of members. The Director has expert knowledge in employee benefits (specifically health and voluntary benefits), works comfortably with many key, diverse constituencies and with an entrepreneurial spirit. The Director exhibits and demonstrates accountability, member focus, results-orientation and high ethical standards.

Duties, roles and responsibilities:
- Articulating a vision for the Trust, providing leadership for the promotion of the Trust and its mission;
- Working with Trustees and other stakeholders to adopt policies and procedures to accomplish long-term goals, by bringing new policy matters to the Board, or by responding to policy concerns raised by the Board, accompanied by appropriate analysis and recommendations for policy development or change, seeking board guidance and advice as appropriate;
- Monitoring and maintaining program efficiency and effectiveness through business process implementation and quality assurance;
- Directing the analysis, design, implementation, communication and administration of member benefits programs;
- Communicating clearly with the Trust Board on key issues. Responsibilities include analyzing contracts, regulations and directives from government agencies regarding benefits or VEBAs;
- Prescribing and practicing ethical behavior, proposing policies and implementation plans for ethical business practice and all elements thereof;

- Selecting, supervising and developing staff while managing daily operations. The use of technology is important to support the small staff so developing and monitoring the infrastructure is also crucial;
- Developing and recommending an annual budget to Trustees, and then managing approved resources and budget;
- Overseeing policies and actions of benefits consultants and investment consultant and manager, and coordinating efforts as needed with the Trust Counsel.
- Negotiating, signing and managing legal contracts;
- Communicating effectively with all constituencies, bearing responsibility for appropriate and compliant communications with all parties; and
- Collaborating with others, and monitoring and improving program offerings in response to changing member needs and maintaining familiarity with Ohio and regional marketplace in order to identify new or alter existing programs.

The Director has a special relationship with the Board of Trustees. The Director Is responsible for working closely with the Board and its Committees on issues such as strategic planning, organization and industry issues and financial management. On behalf of the Board, the Director must develop and maintain relationships with other Unions and organizations to raise awareness and visibility of the Trust and its affiliated Unions. The position is one of high visibility, in a highly visible organization, and requires leadership, diplomacy and negotiating skills. The Director must be able to build links to other organizations through collaboration, leadership and networking; and relate to individual members.

Minimum qualification:
Must have related bachelor's degree and 10-15 years of related employee benefits experience including at least 5 years of progressively responsible management experience. A relevant master's degree and benefits certifications are preferred. Requires a thorough knowledge and understanding of benefits (specifically health and voluntary benefits) with experience in forecasting data, preparing, and managing budgets of significant magnitude. Must possess senior levels of judgment, with a strong reputation and contacts in the employee benefits field, with the ability to demonstrate high ethical standards and professional integrity.

Must have excellent written, verbal and interpersonal communication skills. Must have the ability to effectively solve problems while drawing on the historic strength of the organization. Must possess the ability to understand the political process as it applies to the Unions serving public sector employees. Experience and interest in working for a nonprofit organization in program development, organizational development and community building are beneficial. The organization requires a strong leader in organizational management who will actively develop future opportunities for growth.

Must be able to manage the daily operations, and must show administrative experience and success, including data systems and financial management, and the ability to work independently and collegially in a small office. The ability to continuously provide development of and cross-training to staff are key. A highly self-motivated individual with attention to details, the ability to provide high levels of customer service and sound financial management will be successful in this position. Must exhibit competence, maturity and the ability to manage an exceptional amount of detail.

Revised April 2022

Starting Salary

$115,000