

## ***Benefits Manager***

### ***About FPPA***

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado. We are a small association of only 60 staff located in Greenwood Village. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

### ***Position Summary***

The primary directive for the Benefits Manager is to oversee the administration of FPPA's benefits offerings by managing benefits team. This team assists members on all things related to their FPPA benefits in keeping with FPPA's mission, vision, values and strategic plan. The Benefits Manager will also consult with the Chief Benefits Officer on issues such as team capabilities and capacities, fees, plan design, compliance, member and employer issues, annual budget planning, reporting, monthly board reports and product development in addition to being responsible for overall member management with a focus on high quality service.

### ***Required Qualifications Summary***

To be successful in this position you will need a minimum of 8 years of applicable professional experience with at least 3 years of demonstrated leadership experience. The minimum of a bachelor's degree from an accredited institution of higher learning or equivalent professional experience.

An ability to act as a leader and mentor to all team members as well as others within the organization. Must demonstrate the ability to oversee and manage the work of self and others; provide training and guidance to staff in a professional and productive manner.

An ability to demonstrate and communicate a detailed understanding of all FPPA plan provisions related to the Statewide Defined Benefit Plan, the Statewide Money Purchase Plan, the Statewide Hybrid Plan, the Statewide Death and Disability Plan, the Colorado Springs New Hire Plans and the 457 Deferred Compensation Plan. This includes an understanding of and ability to read and interpret the rules, statutes and plan documents that govern these plans and have familiarity with the applicable sections of the Internal Revenue Code.

Demonstrate effective verbal and written communication skills, be proficient at developing and conducting presentations, fielding questions from the audience and professionally dealing with a confrontational situation. Detail oriented and able to accurately proofread and edit communication materials.

Organized and have a proven ability to plan and organize a project and see it through to completion by its deadline.

### ***Additional Qualifications***

If offered this position we do conduct a full background and credit check and drug test.

### ***Salary and Benefits***

The salary range for this position is \$90,400 - \$114,300 depending upon experience. Includes group medical, dental, vision, 401K, 457, defined benefit through Colorado PERA, life insurance and long-term disability.

### ***How do you apply?***

Please send your resume and cover letter to Human Resources, [humanresources@fppaco.org](mailto:humanresources@fppaco.org).