

CASUALTY ACTUARIAL SOCIETY

Position Description

Title: Research Manager

Reports to: Director of Professional Education and Research

Working closely with the Director of Professional Education and Research, the Research Manager will utilize their skills as a traditional Property & Casualty Actuary or Researcher with project management capabilities to support the core research function of the CAS. The Research Manager will lead the development and performance of actuarial research initiatives, manage staff support of the research function of the CAS, and serve as the direct point of contact for assigned Research Committees. This includes supervision of the Staff Research Coordinator. The Research Manager will also be responsible for web-based member resources such as the Database of Actuarial Research Enquiry.

Main Responsibilities

Duties and responsibilities include but are not limited to the following:

Technical Content: Research and Application

- Propose new areas of research and coordinate and participate in the development, support and timely completion of research projects to align with research and development volunteer and staff efforts.
- May conduct actuarial research in a discipline particularly related to the Research Manager's experience and education, where appropriate.
- Review written research reports and related data tables of CAS-led research and provide feedback to researchers.
- Provide research assistance on topics important to the work of CAS members and staff as needed.
- Maintain and enhance the Database of Actuarial Research Enquiry in coordination with the Research Committees. Review, abstract, and categorize actuarial and insurance research articles published in CAS publications and other research journals. Regularly monitor accuracy of database records and the accurate and efficient functioning of database searches. Use and update research taxonomy as necessary. Audit and remove citations from the database as needed.
- In coordination with the Web Department, oversee the maintenance and enhancement of Research Department Web pages as needed.

Project/Staff Management

- Manage staff support of the Research function of the CAS and oversee the day-to-day work of the Research Coordinator.
- Assist in developing, supporting and facilitating the CAS's research process (including research personnel practices, policies and procedures) and assist in creating processes that enhance tracking of research projects and overall research efficiency.
- Serve as primary liaison with the Insurance Research Council and provide direct staff support for all assigned Research and Development Committees Typical duties include both

administrative and project management tasks, such as setting up meetings/teleconferences, participating in meetings/teleconferences, recording minutes of meetings/teleconferences, managing online communities, and coordinating and supporting research projects sponsored by those Committees, like Requests for Proposals and Call Paper Programs.

- Attend actuarial and industry meetings when relevant to current research projects and make presentations as needed on research project-related topics.

Required Experiences and Qualifications:

- Fully accredited undergraduate degree (Bachelors). *Preferred:* Degree in related actuarial discipline.
Broad background across actuarial disciplines either as a practitioner or researcher. *Preferred:* ACAS or FCAS.
- Minimum three to five years of experience as a property & casualty actuary (or related insurance discipline) or researcher in an academic, corporate or not-for-profit association research environment.
- Strong written, communication, and project management skills with a proven ability to plan, track and perform multiple tasks, manage multiple priorities and maintain consistent attention to detail.
- Strong interpersonal skills and ability to interface with senior-level business professionals.
- Proven ability to work independently with little supervision.
- Proficiency in using e-mail, Microsoft Office suite (Word, Excel, PowerPoint).
- Knowledge of predictive analytics programs and uses and of large computer systems and compilation of large bodies of data.

In addition, the following skills and experiences would be an advantage:

Experience with managing web-site content, specifically online databases.
Knowledge of quantitative and qualitative research designs.
Experience working with volunteers.
Experience supervising others in a professional environment.

CAS offers competitive salary, excellent benefits, flexible working including the opportunity to work remotely and metro location. Minimal travel may be required.

Measure of Accountability:

Converting relevant research ideas into projects in a timely fashion. Strong administrative support of assigned CAS committees. Growth in CAS staff involvement in the R&D function to expedite and coordinate working parties, call paper programs, and funded research projects. Respond to research inquiries from volunteers and staff. Timely updates to online resources.