

Insurance Alliance of Michigan

Job Title: Policy Analyst/Membership Coordinator
Reports To: Executive Director
Effective Date: July 2021

Job Summary

In collaboration with the IAM Executive Director and General Counsel, the Policy Analyst/Membership Coordinator is responsible for general policy work, member engagement and other general duties.

Description of Primary Responsibilities

- 1) Policy Research and Development
 - a) Analyze and summarize research findings and trends related to the insurance industry
 - b) Prepare study reports, white papers and other written materials to inform members, legislators, regulatory agencies and other stakeholders
 - c) Advocate and promote key issues as directed by Executive Director
 - d) Maintain the advocacy database
 - e) Other policy work as designated by the Executive Director or General Council

 - 2) Membership Engagement
 - a) Manage collaborative services for member organizations
 - b) Develop and distribute member communication as assigned, including membership dues and other assessments
 - c) Utilizing the member database, maintain complete membership records and files
 - d) Develop member recruitment initiatives for all levels of association membership
 - e) Plan and organize member events
 - f) Participate in IAM Committee Meetings, coordinating logistics, taking notes, and related activities
 - g) In partnership with the Executive Director, assist in PAC organization, including development of the giving strategy, event planning, required documentation and filings
 - h) Take an active role in routine office activities including, but not limited to, receiving incoming phone calls, scheduling meetings and processing mail
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Minimum Qualifications

- Bachelor's Degree in Business, Economics, Public Policy or a related field
- 2 years' experience in public policy development, communication, or advocacy and analysis
- Excellent skills in research, analysis and problem solving
- Strong written and verbal communication skills to interact effectively with diverse populations
- Strong organizational and planning skills
- Able to meet deadlines while managing multiple responsibilities
- Able to work independently, taking initiative and meeting high expectations, as well as working as part of a team and supporting others

- Proficient in relevant computer software, including data analysis software, data base management and basic office programs
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