



# JOB ANNOUNCEMENT

**Position Title:** Ministry Insurance Specialist

**FLSA Status:** Exempt

**Location:** Upstate New York

**Hours:** Regular, Full-Time

## Who Are You?

You're a hard-working, sales-minded individual who has a heart for ministry. You excel at performing tasks accurately and efficiently in a fast-moving work environment, and you love talking to people. When it comes to taking care of ministries, you're great at understanding the unique risks they encounter. Also, you are an independent decision-maker and go the extra mile to provide quality services for your customers.

## Who Are We?

American Church Group of New York is an insurance agency that specializes in church insurance and risk management. Our church insurance specialists are dedicated to helping ministries find the right insurance coverage to meet their unique needs. We represent Brotherhood Mutual Insurance Company, a company that has been dedicated to insuring churches and related ministries for more than 100 years.

## What Will You Be Doing?

As a Ministry Insurance Specialist, you'll be the face of our local, independent agency in upstate New York, meeting directly with ministry leadership to evaluate their risk management and insurance needs. As a part of your job, you will:

- Recommend appropriate insurance coverages to ministries.
- Prepare and deliver sales presentations to prospective ministry boards.
- Coordinate and support agency marketing campaigns and communicate with both internal and external partners regarding status and follow-up needs.
- Partner closely with the agency's customer service team to provide overall quality services to customers.
- Help grow the agency by continuously maintaining and growing your prospect pipeline.
- Review renewal policies for accuracy and schedule renewal review meetings with ministries.

## **What Skills and Qualifications Will You Need?**

To be successful as a Ministry Insurance Specialist, you will need the following skills and qualifications:

- A positive attitude as well as a supportive and responsive demeanor with customers.
- A high school diploma or equivalent.
- A property/casualty agent's license.
- A valid driver's license.
- The knowledge and experience necessary for independent decision making.
- A track record performing multiple tasks in a fast-paced work environment.
- Strong computer and phone skills.

## **What Other Details Should You Know?**

- Due to the size of the territory, the Ministry Insurance Specialist would ideally live in upstate New York
- We have a structured sales process and training program with proven success.
- We have a list of prospects ready to work.
- We provide a car, iPad, computer, iPhone, and reimburse other reasonable expenses.
- We offer a competitive salary and benefits package.

Our agency works solely with churches and related ministries. Effective service requires a thorough understanding of this market. Ideally, the individual in this position will be familiar with church operations, and must conduct themselves in a manner that will neither alienate nor offend persons within this target market.

**If interested, email your resume to Kevin Fox at  
[kjfox@brotherhoodmutual.com](mailto:kjfox@brotherhoodmutual.com) or call 260.481.5606.**