



40 Square Cooperative Solutions
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Bloomington, MN 55425

40Square.coop



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Position Description

Position Title: Account Executive

Reports To: Chief Operating Officer

FLSA Status: Exempt

Salary Range: \$50,000 - \$75,000 annually, with an additional incentive/compensation package

Overview of Organization: 40 Square Cooperative Solutions (co-op) is Minnesota's a statewide agricultural cooperative exclusively focused on providing the state's agricultural community with self-insured health plans and other benefit options through its associated trust, the 40 Square Health Plan Trust (Health Plan). 40 Square is the result of a near 20-year agricultural grassroots effort and is committed to make a meaningful difference by offering health plans and products to an often-underserved population, integral to the state's economy. Serving nearly 1,000 Minnesotans, 40 Square is poised for growth to continue making a positive impact in the lives for both those directly in agriculture and the entities who directly support the agricultural community. Concord Management Resources (Concord) is the Sales Administration partner for 40 Square and is responsible for the sales and service of the 40 Square Health Plan. The co-op is supported by an Executive Director that is instrumental in supporting the sales and growth of the Health Plan and works collaboratively with Concord to execute on the 40 Square mission.

POSITION SUMMARY:

The Account Executive is responsible for attaining the 40 Square Health Plan Trust (Health Plan) sales and marketing objectives on an individual basis, as well as assisting the Health Plan in achieving their overall goals.

As an Account Executive, you will maintain a book of existing insurance brokers/agents and will call regularly on new employer groups and insurance brokers/agents as well as support the promotional effort behind the co-op and Health Plan products. You will collaborate on ideas with the 40 Square/Concord management team and deliver comprehensive sales presentations that provide detailed information to potential clients and insurance brokers/agents. You will support these presentations with appropriate informational materials. You will maintain a current and advanced level of knowledge on the Health Plan program and its competitors to act as a reliable source of information to brokers/agents and employer groups.



In conjunction with Concord's COO and the co-op's Executive Director, you will establish specific objectives and plans that will provide adequate sales coverage to employer groups and insurance brokers/agents as necessary to achieve the Health Plan's sales goals. You will review and analyze sales and call results, and revise or modify these objectives and plans accordingly. You will continually prospect for new clients and broker/agent partners and evaluate and accommodate the needs of existing clients. You will communicate opportunities, competitive activity, meetings, and events to the leadership team as appropriate.

The position also requires original, independent, and critical thinking to develop new or improved products, processes, and ideas. The Account Executive must be able to demonstrate strong presentation and communication skills, excellent customer service skills, and must be able to consistently develop new business.

KEY RESPONSIBILITIES:

- Target and prospect new Health Plan clients and brokers/agent partners.
- Market and sell the Health Plan products according to the business plan, and in an ethical manner.
- Develop an individual business plan to increase sales by outlining tactics, activities, and resources.
- Meet specific sales goals set by Concord's COO and the co-op's Executive Director.
- Demonstrate thorough knowledge of Health Plan products, competitor products and products objectives.
- Maintain ongoing relationships with employers and insurance brokers/agents to create and coordinate strategies for marketing the Health Plan.
- Design and deliver informative sales presentations to employer groups and brokers/agents.
- Actively seek and maintain a close working relationship with key large client contacts.
- Investigate and identify ways to improve current sales, benefits, and enrollment processes.
- Work collectively with the co-op and Health Plan team to positively impact sales.
- Maintain excellent customer service relationships with co-op and associated vendors including but not limited to, insurance brokers, existing and potential clients, and external vendors.
- Provide weekly updates of all activities.
- Function as a 'clearing house' for client's paperwork, ensuring accuracy and completion.
- Process paperwork with appropriate internal departments and outside vendors when necessary.
- Assist in creating and maintaining current correspondence to help market the plan (i.e.: flyers, brochures, newsletters, and letters).
- Work with underwriting partner to generate specific rate quotes for prospective clients.
- Contribute to various projects, as needed.
- Other duties as assigned.

COMPETENCIES:

- Communication - Interact effectively within and outside the organization; excellent oral and written communication skills with both groups and individuals, able to communicate concisely while presenting to groups, over the telephone, and deal with difficult situations.



- Collaboration - Able to work independently as well as with a group and use good judgment to determine which situations require team input.
- Relationship Building – Able to build rapport with diverse clientele, particularly within Minnesota’s agricultural community, relates well with others, creates, and maintains trust and dependability.
- Decision Making – Makes solid decisions based on analysis, experience, and judgment.
- Detail-oriented – Meets commitments and follows up on open items. Is organized and reviews documents and communications for accuracy. Communicates openly and completely to ensure that all concerned parties have the relevant information.
- Self-motivated – Able to work with little or no direction. Takes initiative and determines necessary steps. Offers suggestions and shares new ideas.
- Multi-task oriented – Able to handle multiple priorities simultaneously, able to prioritize tasks and work independently while adhering to timelines and deliverables.
- Team Player- Able to solicit cooperation from all departments within the organization, encourages new ideas, responds favorable to a smaller team environment. Viewed as direct and truthful, builds trust and effective relationships. Must exhibit willingness to pitch in when needed outside of the position’s main responsibilities.
- Management of Resources – Well organized and uses time wisely; uses resources efficiently and eliminates unnecessary or redundant functions.

POSITION REQUIREMENTS

EDUCATION: Bachelor’s Degree preferred, but not required

LICENSE: Current Minnesota Health and Life Producer License required. Continuing education and renewal for Minnesota Health and Life Producer licensure will be provided, as well as required insurance coverages.

EXPERIENCE:

- Minimum two years prior experience with group health insurance, knowledge of self-funded insurance and experience preferred
- Experience with, and knowledge of, Minnesota’s agricultural community

OTHER: Must have transportation to visit client sites, must be available for occasional evening appointments, must be able to travel statewide as needed. Mileage will be reimbursed at the current year IRS federal government rate. Other travel and expenses will be reimbursed according to the employee handbook.

Required knowledge of the following software applications: Windows, Microsoft Outlook, Microsoft Excel, Microsoft Word, and Microsoft PowerPoint.

Must be trustworthy, ethical, and honest. A background check will be performed on all applicants.



To successfully perform this job, the individual must be able to perform each essential job responsibility satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential job responsibilities.

ENVIRONMENT/WORKING CONDITIONS

Concord's offices are located in New Jersey, however, this position will primarily be a work from home position with the ability to work out of the 40 Square Health Plan office as needed, which is currently located in Bloomington, Minnesota. The position requires significant travel within the state of Minnesota and may be extensive.

COMPENSATION

Salary is based on commensurate experience, along with a commission incentive. Paid time off, health benefit stipend, life, short-term disability, voluntary long-term disability, and 401K are provided.

To apply, please submit a cover letter and resume by mail or email to:

**Concord Management Resources
1 Mill Ridge Lane, Suite 100
Chester, NJ 07930
Email: danthony@concordmgt.com**

