



Employee Benefits Manager

Location: Friendship Heights, Washington, DC

Industry: Nonprofit Association

Position Summary:

The Employee Benefits Manager serves as a key liaison between Washington Area New Automobile Dealers Association (WANADA) and their clients, providing expert guidance and support on a comprehensive range of employee benefit offerings. This role is responsible for managing and growing a portfolio of client accounts, delivering exceptional service, and ensuring compliance with all applicable regulations. The position requires a proactive, client-focused professional with deep knowledge of health and ancillary insurance products.

Key Responsibilities:

- Serve as the primary point of contact for assigned accounts, delivering high-quality service and support.
- Manage day-to-day account operations, including policy administration, renewals, and claims assistance.
- Develop and maintain strong relationships with clients, vendors, and internal stakeholders to ensure client satisfaction and retention.
- Conduct open enrollment meetings and provide education on benefit offerings, including health, dental, life, disability, FSA, HSA, COBRA, and other fringe benefits.
- Prepare and present pre-renewal materials and lead the onsite renewal process.
- Review current coverage, identify gaps or deficiencies, and recommend appropriate insurance solutions.
- Ensure timely completion of binders, schedules of insurance, and other documentation.
- Stay informed on industry trends, regulatory changes, and emerging products to provide strategic advice to clients.
- Support the development of new business opportunities and contribute to the growth of WANADA's insurance services.

Qualifications:

- Proven experience in health insurance, employee benefits, or a related field.
- Strong interpersonal and communication skills with a client-first mindset.
- Ability to work independently and collaboratively in a team-oriented environment.
- Detail-oriented with excellent organizational and time management skills.
- Proficiency in Microsoft Office Suite, emphasis on excel and familiarity with benefits administration platforms.
- Knowledge of COBRA, FSA, HSA, and other fringe benefit programs preferred.

- Insurance licensing (e.g., Life & Health) is required.

Work Environment & Expectations:

- This position is based in the Washington, D.C. area and may require occasional travel to client sites.
- Adherence to WANADA's policies on confidentiality, workplace conduct, and professional ethics is required.
- The role may be eligible for hybrid or remote work arrangements, subject to CEO approval and business needs.

Please send email to Kathy Teich, kt@wanada.org.