

Chief Executive Officer

Job Posting

About Big I Illinois

For 125 years, Big I Illinois, a state-wide trade association, has been supporting independent insurance agents and consumers. The membership consists of agencies that offer property, casualty, life, health and benefits insurance. Big I Illinois empowers members by providing education, advocacy and business tools to solve common challenges for agencies of all sizes and in all stages of growth.

Position Summary

The Chief Executive Officer (CEO) will set long-term strategy, strengthen membership engagement, and ensure quality delivery of services to those we serve. The CEO will lead the team, direct programs and activities, execute the direction of the board, and ensure a high-performing work culture. This leadership position demands a deep understanding of the insurance industry, association management, and a commitment to advocating for the interests of insurance agents.

Key Responsibilities

1. Strategic Leadership:

- Work with the Planning & Coordination Committee and Board of Directors to develop a long-range strategy for the association
- Engage the Board of Directors and Staff to implement strategy
- Communicate regularly with the Executive Committee, Board of Directors, Staff, and key stakeholders

2. Financial Management:

- Assist the Treasurer and CFO in financial matters, ensure adherence to policies and coordinate fiscal reporting to the Board of Directors
- Assist Treasurer and Budget & Finance Committee in establishing an annual budget, in keeping with the operating plan, and budget for all departments
- Establish systems to monitor organizational performance against goals and objectives, including financial and policy goals; assure continuous improvement
- Identify funding opportunities, manage expenses, and lead efforts for membership retention and growth

3. Program & Services:

- Build talented team of professionals, oversee hiring, development, compensation, and structure of the team to optimize performance and ensure high-performing work culture.
- Direct implementation of plans for the Big I Illinois conventions, conferences and other meetings as set forth by the Board of Directors and other committees.
- Drive timely and quality delivery of programs and services, streamlining processes when practicable.
- Strengthen member engagement by ensuring members realize value in membership.
- Conduct regular evaluations with employees to ensure alignment with goals.

4. Advocacy and Industry Leadership:

- Contribute to a favorable image of the Big I Illinois among all elements of the Insurance Industry, government officials and the public
- Advocate for the interests of member agents at the local, state, and federal levels

- Attend meetings as Senior Executive of the association (or appoint delegate), at external meetings, hearings or functions when beneficial to Big I Illinois. Examples of meetings include: IIABA State Directors Meetings; meetings of other industry associations, Big I Illinois committee meetings; ASAE functions; Big I Illinois local board meetings and functions; legislative hearings and functions
- Build positive relationships with stakeholders and other industry leaders

5. Operations:

- Sign and execute documents and other instruments as required by Big I Illinois Board of Directors or State Law
- Support the Board in fulfilling its governance responsibilities and executing its strategic oversight duties.
- Organize meeting agendas for the Executive Committee and Board of Directors
- Maintain building and other physical assets.

Qualifications

Experience:

- Over 5 years proven experience as a CEO, Executive Director, or senior leader within a trade association, non-profit or insurance-related organization
- Demonstrated success in strategic planning, organizational development, and financial management
- A strong and successful track record in government relations and advocacy

Knowledge, Skills & Attributes:

- High level of integrity, professionalism, and commitment to the mission of the association.
- Visionary and strategic thinker with the ability to adapt to industry changes and lead through uncertainty
- Excellent communication and public speaking skills, with the ability to represent the organization effectively at all levels
- The ability to build consensus, inspire teams, and represent members with credibility and passion
- Ability to build and maintain strong relationships with diverse stakeholders, including members, government officials, and industry leaders
- Expertise with financial management, including budgeting, forecasting, and fundraising
- Understanding of insurance agent operations, regulations and market trends
- Strong analytical skills and the ability to make data-driven decisions
- Ability to manage competing priorities in a fast-paced environment

Education:

- Bachelor's degree in business, management, insurance, or a related field.
- Relevant certifications or professional development in association management or insurance industry specialties are a plus

Work Environment

Staff work onsite in the Springfield IL office, two days per week and three days remotely. Candidates must be willing to travel locally and nationally, on occasion.

Compensation & Benefits

- Salary commensurate with experience
- Health Insurance, FSA & Dependent Care Benefit Accounts
- Employer Paid Group Life, Short/Long Term Disability
- Defined Contribution plan and 401k deferral
- Paid vacation, sick and personal leave

How to Apply: Big I Illinois has retained HRM Services to assist with recruitment. All inquiries & nominations should be directed to CarynBedford@WorkWithHRM.com. All candidates must submit a resume and cover letter outlining their qualifications and interest via wwwIndeed.com by March 30, 2026.