



Position Title: Agent and Broker Development Representative

Reports To: Manager Small Business Marketplace

Location: Denver, CO

Connect for Health Colorado is a new health insurance marketplace and support network for individuals, families and small employers in Colorado. We provide high quality customer assistance by phone and in person and exclusive access to new federal financial assistance, based on income, to reduce the cost of health insurance. We are a non-profit entity established by a 2011 state law and our mission is to increase access, affordability, and choice for individuals and small employers purchasing health insurance in Colorado.

Position Summary:

Connect for Health Colorado is seeking an Agent and Broker Development Representative will provide outreach, education and ongoing support for Connect for Health Colorado's agent and broker community. The Agent and Broker Development Representative will be based in Denver and will travel throughout Colorado. In addition to performing education and outreach, this position will assist the Small Business Marketplace Manager and the Small Business Marketplace Coordinator by functioning as a subject matter expert in the areas of both individual health insurance and group health insurance.

Position Responsibilities:

- Provide outreach and education to Colorado health insurance agents and brokers
- Conduct training programs and seminars to update brokers on C4HCO developments
- Contribute to the development of marketing and sales materials for use by the brokerage community and C4HCO dedicated sales staff
- Visit certified brokers throughout the state to update their knowledge of C4HCO procedures, products and systems.
- Work with agents and brokers and Managing General Agents to facilitate increased sales and improved client persistency.
- Conduct training of C4HCO Customer Service Center sales staff as required.
- Assist and advise systems development personnel in the development of C4HCO technical solutions and software applications.
- Provide input and health insurance expertise in the development of C4HCO policies and procedures.
- Maintain records, reports an updated summary of the appropriate metrics required to evaluate broker performance.
- Assist with Back Office manual and automated tasks as needed.
- Serve as an expert resource for answering broker questions and resolving procedural issues.
- Consult in the development of training, certification and continuing education materials for agents and brokers and for the C4HCO Customer Service Center staff.
- Assist the Small Business Marketplace Manager and the Small Business Marketplace Coordinator as needed.
- Perform additional business operations duties as needed.

Position Requirements:

- BA/BS in Finance, Accounting, or Business related field and/or equivalent years of experience working with and understanding the health insurance market.
- Minimum five to seven years of experience in developing and managing broker relations
- Experience in presenting effectively to large and small groups in a variety of settings
- Ability to analyze and design processes for the illustration, sales and administration of Qualified Health Plans
- Strong ability to contribute in a fast paced, team oriented, collaborative environment
- Familiarity with computer systems and ability to work with Microsoft Office programs
- Capable of working independently and resolving, strategic, tactical and logistical problems.
- Excellent oral and written communication skills.

Work Environment:

- Typical office setting; the Connect for Health Colorado office is in the Cherry Creek area of Denver, near the intersection of Colorado Blvd. and Cherry Creek Drive North
- Work schedule will include some non-traditional hours, weekends and evening events.
- Travel throughout Colorado will be routinely required, mostly day trips along the Front Range up to 50% of the time (mileage reimbursement available)

Compensation:

Connect for Health Colorado offers a competitive salary and benefits package. Using Connect for Health Colorado's annual benefits allowance, employees may elect from various benefit offerings and tailor a package to best suit their individual needs. Connect for Health Colorado employees are eligible to participate in the organization's 403(b) plan and are additionally provided with paid time off, short and long term disability and life insurance.

To Apply:

Please e-mail resume, cover letter, salary history, and three (3) references to hiring@ConnectforHealthCO.com. Deadline to apply is **11/01/2013** Please include position title in the subject line. No phone calls please.

Connect for Health Colorado is an equal opportunity employer (EOE). Connect for Health Colorado may, at its discretion, conduct a background check on any workforce member and/or require job candidates to successfully complete a background check as a condition of employment.
