

Montana Municipal Interlocal Authority



invites your interest in the position of

Chief Executive Officer



Recruitment Services Provided by Ralph Andersen & Associates

An Exceptional Career Opportunity

The MMIA Board is seeking a forward-looking, relationship-focused Chief Executive Officer who is prepared to lead the organization through an important period of transition, strengthen internal capacity, and position MMIA for its next phase of service and growth. This role offers a distinctive opportunity to bring organizations together, align expertise and resources, and translate the Board's strategic direction into practical, statewide solutions that improve governance, reduce risk, and strengthen Montana's cities and towns.



The Organization

The Montana Municipal Interlocal Authority (MMIA) is a self-governing risk pool providing property, liability, and employee benefits coverage to Montana's cities, towns, and local government entities. Established in 1986 in response to a statewide insurance crisis, MMIA has grown into a stable risk management authority with nearly \$126 million in assets, governed by a 15-member Board of Directors and staffed by 29 employees.

MMIA's programs collectively cover thousands of municipal employees, billions of dollars in property, and hundreds of liability claims annually. Core offerings include Liability, Property, and Employee Benefits coverage, along with Treasure State Captive, a self-administered reinsurance program. MMIA's Workers' Compensation program is transitioning to new providers in 2026, yet the organization will manage open claims through resolution.

MMIA's 2024–2027 Strategic Plan sets four core priorities: competitive coverage, financial strength, member engagement, and a high-performing team. While a 2025 Board update sharpened this direction with a focus on evaluating the organization's future service model, exploring new program opportunities, and strengthening member communication. This plan gives MMIA's incoming leadership both a defined roadmap and a meaningful opportunity to help shape the organization's next chapter.

Mission Statement

Mission: Pooling resources to provide quality, cost-effective self-funded coverage and risk management services including outreach, education, and training for all Montana cities and towns.

Vision: To be a proactive and adaptive risk management leader in coverages and risk management practices by collaborating with members and key partners, providing overall stability and advocacy for Montana cities and towns.

Core Values:

- Leadership – through integrity, accountability, and transparency
- Teamwork and Collaboration – Customer-Focused Service and Programs
- Adaptability – through continuous development and improvement
- Financial Stewardship

About Helena, Montana

Living and working in Helena offers the opportunity to enjoy Montana's capital city while remaining closely connected to communities across the state. Helena combines a strong sense of community, a respected public-service tradition, and convenient access to outdoor recreation, including trails, lakes, mountains, and public lands. Its central location supports statewide travel and relationship-building, while its scale allows residents to enjoy manageable commutes, established neighborhoods, cultural amenities, and a high quality of life. For the MMIA CEO, Helena provides an ideal base from which to serve Montana's cities and towns while experiencing the independence, natural beauty, and community character that define the state.

- **Population:** Approximately 35,700 residents, offering small-city livability with the amenities of a state capital
- **Outdoor recreation:** Direct access to Mount Helena, the Helena National Forest, Canyon Ferry Lake, and an extensive network of hiking and mountain biking trails close to town
- **Education:** Served by Helena Public Schools, along with Carroll College, an established four-year private college located in the city
- **Airport & accessibility:** Helena Regional Airport (HLN) offers direct commercial flights and sits just minutes from downtown; Yellowstone National Park is roughly a four-hour drive south



The Position

The Chief Executive Officer of the MMIA serves as the organization's top executive, responsible for translating Board policy into operational strategy while overseeing all programs, finances, staff, and member relationships across a statewide municipal insurance and risk management pool.

- **Strategic Leadership & Planning**: Lead the development and execution of short- and long-range organizational goals, translating Board policy into operational strategy across all MMIA programs.
- **Board Relations & Governance**: Serve as the primary liaison to the Board of Directors, advising on financial conditions, program performance, and personnel matters, and executing Board decisions in a timely and accountable manner.
- **Executive Staff Supervision**: Hire, direct, evaluate, and develop all MMIA employees, establishing performance standards and fostering a culture of accountability, growth, and operational excellence.
- **Program Oversight & Accountability**: Manage and monitor all MMIA programs, including Liability and Property Insurance, Employee Benefits, and Risk Management, ensuring goals are achieved within budgeted resources.
- **Financial Management & Fiscal Control**: Prepare and administer the annual budget, monitor revenues and expenditures, and ensure timely reporting to the Board.
- **Underwriting & Product Development**: Review actuarial and underwriting data to develop recommendations on member applications, ownership calculations, group purchase programs, and product pricing for Board consideration.
- **Claims & Liability Oversight**: Proactively monitor claims with significant legal or financial implications, providing the Board with timely guidance on matters that could result in substantial liability exposure.
- **Member & Stakeholder Engagement**: Build and sustain effective relationships with member communities, local officials, strategic partners, and legal counsel, providing professional advice on all MMIA programs and services.
- **Public Communications & Spokesperson Duties**: Act as the chief spokesperson for MMIA, delivering presentations, press releases, and official communications to members, public officials, civic groups, and the public.
- **Legislative Affairs & Regulatory Compliance**: Monitor proposed legislation, lobbies on behalf of MMIA and its members, and partners with the CFO to ensure timely regulatory filings and full compliance with applicable laws and industry best practices.

The Ideal Candidate

MMIA seeks a forward-looking, engaged, and relationship-focused Chief Executive Officer who will build trusted partnerships with the Board, work closely with staff, and remain accessible and responsive to member-owners across Montana's communities of every size. The ideal candidate brings the following knowledge, skills, and character to lead MMIA into its next phase of service and growth:

- **Knowledge & Expertise:** Thorough understanding of insurance products, industry trends, public employer laws, municipal finance, human resources, and public administration, including employment law as it applies to municipal and public safety employees.
- **Communication & Relationships:** Proven ability to translate complex insurance and financial concepts for diverse audiences, from elected officials and attorneys to member employees and the public, while building trust and credibility with the Board, member communities, and strategic partners.
- **Leadership & Operations:** Demonstrated success in budget development, multi-program management, and team building, with a track record of uniting staff around shared goals and delivering practical solutions in a dynamic environment.
- **Character & Culture:** A personable, solutions-oriented style that naturally fosters trust, accountability, and collaboration, paired with the highest integrity and a genuine passion for strengthening a member-driven organization serving Montana's cities, towns, and local government entities.

Qualifications

A bachelor's degree in public administration, business management, political science, or a related field, and at least seven years of progressive leadership experience in risk management, insurance, or public administration, including five or more years in a senior leadership role with board reporting responsibility, preferably as a municipal administrator.

A master's degree (MPA, MBA, or related field) is strongly preferred, along with professional certifications such as the ARM-P, CPCU, CRM, or CPA. Prior work with a public entity risk pool, self-insured group, or intergovernmental authority is strongly preferred, along with demonstrated depth in at least two of the following: liability and property coverage, employee benefits administration, claims management, regulatory compliance, risk management and loss control, or legislative and governmental relations.

Compensation & Benefits

The salary for the Chief Executive Officer is \$175,000 - \$225,000. The MMIA also offers an attractive benefits package, including:

- **Retirement:** 6% of salary contributed after one year of employment
- **Health Benefits:** (\$1,200 cafeteria plan allowance): Covers medical, supplemental Life and AD&D, Medical and Dependent Flex accounts, Aflac, and Short- and Long-Term Disability. Spouse and dependent coverage available at additional cost
- **Vision & Dental:** Fully paid for the employee, including orthodontics. Spouse and/or dependent coverage available at employee's expense
- **Sick Leave:** Accrues at 8 hours/month; available after 90 days
- **Vacation Leave:** Accrues at 10 hours/month; available after 6 months. Accrual rate increases after 10 years of Montana public employment
- **Holidays:** 12 paid days per year
- **Relocation Assistance:** Available for candidates relocating to Helena, Montana
- **Professional Development:** Support for membership and participation in national and regional organizations, including AGRiP and PRIMA

To Be Considered

Closing date for receipt of interest is **September 4, 2026**. An electronic version of all submittals is required. Interested candidates should apply immediately by sending a comprehensive resume, a compelling cover letter, and notable accomplishments to apply@ralphandersen.com.

References are not required at the time of submittal, and no contact will be made with references or current employers until a mutual interest has been established to ensure the utmost confidentiality.

Questions, nominations, and confidential inquiries regarding this position or the recruitment process should be addressed to: Ian Appleyard, Project Director at (916) 630-4900 or by submitting an email to ian@ralphandersen.com. Alternatively, a confidential discussion can be scheduled with Ian Appleyard by emailing scheduling@ralphandersen.com.

www.mmia.net