



Manager Benefits & Pension

Community Agencies Benefit Plans (CAB) is a non-profit organization established in 1971 to provide a comprehensive, cost-effective defined benefit pension and/or employee group benefit package to non-profit social service agencies in Manitoba. It was established to ensure the financial security as well as the health and well-being of its members, who in some cases may not otherwise be able to obtain these benefits. With a long history of success, CAB acts on behalf of organizations within the philanthropic sector and extends benefits to employees.

THE OPPORTUNITY

Reporting to the Community Agencies Benefits Plans Board, the newly revamped position of Manager, Benefits and Pension will be responsible for the overall management of benefits and pension plans, member relations and governance support to the board and committees. This is a unique opportunity for a resourceful, innovative relationship-builder who enjoys being hands-on and can conduct a variety of management responsibilities. CAB is seeking a seasoned communicator and experienced benefits and pension professional who has strong business management skills and is committed to fostering relationships and optimizing technology. CAB is a collaborative work environment that supports flexible and hybrid working arrangements.

KEY RESPONSIBILITIES

- Function as the key contact for agency leaders and employees on pension and benefit matters.
- Foster engagement, including site visits and educational opportunities with client agencies and members.
- In collaboration with Board Members, manage vendor relationships with CAB's benefit provider, benefit consultant, pension plan custodian, actuary, and professional advisors.
- Oversee and guide the annual rate-setting process for group benefits.
- Develop and enhance CAB processes, optimize technology for member tracking and communications, ensure the website is current, and modernize tools and systems to find innovative solutions.
- Ensure plans are administered in accordance with regulatory requirements including the Pension Commission of Manitoba.
- Manage documentation for regulatory filings, contracts, actuarial and financial statements, governance, and record keeping, addressing policy gaps as required.
- Carry out day-to-day administrative tasks in conjunction with the part-time administrator.
- Prepare and manage budgets approved by the Board and ensure accurate, timely and effective processes to optimize finances.
- Coordinate annual fiduciary insurance renewal, manage all banking and coordinate with the auditor regarding financial statements.
- Provide governance support to the Board and Committees, prepare agendas, minutes, and transmission of Board decisions, organize materials for the AGM of CAB members and assist with recruitment of volunteers.

SELECTION CRITERIA

- Solid benefits administration experience, ideally with pension related involvement.
- Post-secondary education in commerce or related discipline; candidates working towards CEBS considered an asset.
- Demonstrated knowledge of Benefits and Pension and Human Resources functions to identify and respond to the needs and requests from agency members in a tactful and professional manner.
- Excellent written and oral communication skills, well-developed interpersonal skills and the ability to communicate complex matters to a diverse group of individuals, including the CAB Board & Committee members, agency Executive Directors and staff, and a variety of vendors.
- Demonstrated excellence in Excel and Word, and ideally familiarity with QuickBooks, CRM tools, coupled with the ability to apply technology to enhance an overall operation.
- Must be detail-oriented with exceptional administrative skills, ability to manage multiple tasks and timelines with accuracy, and oversee sensitive and confidential information.
- Highly organized professional with the ability to work with a high degree of autonomy.

**Please send a resume and cover letter quoting project #25121
to jen@harrisleadership.com**