



Benefits & Insurance Manager

Help lead the benefit programs that support the people who serve North Dakota.

The North Dakota Public Employees Retirement System (NDPERS) is hiring a **Benefits & Insurance Manager** to lead key benefits operations serving public employees, retirees, and their families statewide.

This is a high-impact opportunity for professionals with experience in **employee benefits, insurance administration, health plan operations, and/or retirement systems.**

Join a mission-driven team where your work will have visible, statewide impact.

What You'll Do

As the **Benefits & Insurance Manager**, you'll provide strategic and operational leadership for NDPERS group insurance programs while leading high-performing Member Services and Benefits Enrollment teams. You'll have the opportunity to innovate, collaborate, and lead insurance programs that shape the future of public service benefits all while working in a supportive and mission-driven environment.

You will:

- Manage and administer benefit offerings including **health, dental, vision, life insurance, employee assistance program (EAP), and flexible spending accounts.**
- Develop and improve goals, policies, procedures, and operations for insurance and benefits administration
- Advise executive leadership on program operations, priorities, risks, and opportunities
- Develop, administer, and monitor the biennial budget for the Group Insurance Programs division
- Lead the **Member Services** and **Benefits Enrollment** teams to support strong service delivery and member satisfaction

- Oversee vendors, claims administrators, consultants, and provider partners for compliance, performance, and contract alignment
- Support legislative and board-related work, including planning, implementation, communication, and presentations
- Monitor changing federal requirements and coordinate compliance planning with staff, consultants, and legal counsel
- Lead projects and operational improvements from planning through implementation

What You'll Bring

To be considered, you must have:

- A **bachelor's degree**
- At least **three years of progressively responsible experience in employee benefits, group insurance, retirement plans, health plan administration, or a closely related field**
- Experience serving in a **lead, supervisory, or managerial role**

What Will Set You Apart

Strong candidates may also bring experience in:

- Large employer **group insurance or retirement plan administration**
- Employee benefits leadership, health plan operations, or benefits compliance
- Vendor, consultant, or third-party administrator oversight
- Presenting complex benefit information to a variety of audiences
- Leading projects or implementations from planning through completion
- Building collaborative relationships, leading teams, and solving complex problems

Why Join NDPERS:

Meaningful mission

Your work will directly support North Dakota public employees, retirees, and their families through programs they rely on for healthcare, protection, and stability.

Work-life balance and stability

This role offers the opportunity to do meaningful leadership work in a public service setting that values sustainability, service, and long-term impact.

Strong total rewards

The State of North Dakota offers a competitive total rewards package designed to support employees and their families. In addition to salary, candidates may value health coverage, retirement benefits, paid leave, holidays, flexible spending options, and the long-term

stability that comes with public service.

Visible leadership opportunity

This role offers the chance to influence operations, partner with leadership, guide teams, and help shape the delivery of statewide benefits programs.

Compensation & Location:

Location: Bismarck, North Dakota

This position is based on site at the NDPERS office in Bismarck.

Hiring range: \$91,146 - \$102,000 annually, depending on qualifications and experience.

Ready to Apply?

Submit your application, cover letter, resume, and transcripts at www.nd.gov/careers by 11:59 p.m. CT on April 12, 2026. Include details in your resume showing how your background aligns with the position.

Applicants must be legally authorized to work in the United States. NDPERS does not provide visa sponsorship.

Requires successful completion of the interview process, reference checks, and a credit check. A criminal history record check, including fingerprinting, will also be conducted on the successful candidate prior to hire.

Questions or Accommodations?

Michelle Blakeman, Talent Acquisition Manager

mblakeman@nd.gov

For technical issues, contact recruiter@nd.gov or (701) 328-3290.

About Team ND

"Far and away the best prize life offers is the chance to work hard at work worth doing." - Theodore Roosevelt

More than 7,500 talented, hard-working people across sixty-three agencies have come together as Team North Dakota. At Team ND, we are driven to succeed through gratitude, humility, curiosity and courage. Our purpose is to empower people, improve lives, and inspire success. Join us in being legendary.

Total Rewards: The State of North Dakota is committed to providing team members with a strong and competitive [rewards](#) package that support you, your health and your family.

Considering a new position on Team ND? How does your current position stack up? Use our [Total Rewards Calculator](#) to estimate.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.