

# Florida A & M University Federal Credit Union

## POSITION DESCRIPTION

**Title: President**

**Department:**

**Senior Management**

**Position Grade: Exempt**

**Reports To:**

**Board of Directors**

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### PURPOSE

Plan, direct and control all credit union activities in accordance with credit union plans, policies, governance policies, directives, and activities as established by the board of directors. Provide strategic direction, vision, leadership, and management. Be responsible for ensuring financial safety, soundness, and stability and member satisfaction, commensurate with the best interest of the members, employees, and credit union

### DUTIES AND RESPONSIBILITIES

- Implement strategies, process and procedures for sustainability and growth through innovative technology and paperless environments that meets industry standards in all product and service areas.
- Direct all credit union operations, which include planning and implementing programs, policies, and procedures.
- Individually and/or through subordinates, provide strategic and/or administrative direction and management in all credit union functions to include Asset Liability Management, investments, lending, finance, accounting, business development, marketing, operations, retail services, risk management, security, compliance, facilities management, human resources management & development.
- Develop, recommend, and implement financial policies and procedures.
- Supervise a budget for the credit union that is consistent with the overall strategic plan, as approved by the board of directors.
- Conduct business development activities to promote the growth
- Build positive relationships with the field of membership, small businesses, trade associations, organizations, federal, state, and local governments.
- Ensure that the credit union is following all federal and state laws, and regulatory requirements.
- Present compensation philosophy to the Board. Plan and establish appropriate wage and salary structure in accordance with that philosophy.
- Implement and oversee the employee benefit program, balancing internal demands and equity in the marketplace and costs.
- Evaluate the job performance of credit union management and staff to ensure quality service to members, operational efficiencies, and goals progress.
- Ensure adequate equipment, supplies and working space is available.
- Manage security and safety for the credit union, with responsibility to analyze security and safety policies and procedures and alert staff of changes in a timely manner.
- Report to the Board, monthly, the condition of the credit union and any items requiring the Board's attention. Suggest educational opportunities for Board members to keep abreast with business trends, regulations, and compliance.

## I. REQUIREMENTS AND QUALIFICATIONS

Minimum requirements for this position include:

- Master's or bachelor's degree. A minimum of 5 years of leadership experience in banking other financial environments may be considered.
- Five or more years project management/supervisory experience in a public or private financial environments.
- Knowledge of industry technology for member engagement and credit union operations.
- Knowledge of the principles and practices of financial reconciliation and management
- Ability to develop and implement strategic plans and programs to track, monitor and assess accomplishments/progress
- Ability to communicate effectively with Board of Directors, staff, FAMUFCU members, and business partners

## II. COMMUNICATION AND RELATIONSHIPS

Must demonstrate leadership, promoting a positive environment and culture at FAMUFCU, through clear communication and respectful relationships with staff, FAMUFCU members, and members of the community. This should be accomplished through visibility with other credit unions, community leaders, which includes active involvement in community organizations and activities.

Florida A & M University Federal credit union (FAMUFCU) is seeking a President who leads with a collaborative team approach, vision, motivation, and result oriented strategies. The Credit Union is a \$28 million, not-for-profit, financial institution, providing quality financial services for over 87 years. FAMUFCU serves the needs of its members by providing personal attention, a wide array of products and services, as well as digital innovations.

**Send Resume to: [famufcu.applications@gmail.com](mailto:famufcu.applications@gmail.com)**

**Due date for applications: No later than 3-14-2022**