

FLORIDA A & M UNIVERSITY FEDERAL CREDIT UNION JOB DESCRIPTION

Title: President
Position Grade: Exempt
Location: Tallahassee, FL

Department: Senior Management
Reports To: Board of Directors

POSITION OVERVIEW

At Florida A & M University Federal Credit Union, we strive to deliver the best experience for our members and employees. Under the guidance of the Board of Directors, the President is responsible for the administration and operation of the credit union. This includes planning, directing, and controlling all credit union activities in accordance with credit union plans and policies, Governance Policies, and Board directives. The President is responsible for ensuring the short and long-term profitability and financial stability of the credit union; equitable treatment and development of employees; strong community relationships; and member satisfaction commensurate with the best interest of the members, employees, and credit union.

The President provides strategic direction, vision, leadership, and management of all functional areas.

DUTIES AND RESPONSIBILITIES

- Directs all credit union operations. Develops, recommends, and implements programs, policies and procedures.
- Have the professional demeanor consistent with the overall credit union's image, values and mission statement, treating members, colleagues, subordinates and Board members with the utmost respect.
- Continuously appraises the regulatory environment and anticipates changes in the economy and technologies that may affect money management. Implements credit union investment policies in accordance with Board policy; safeguards funds and valuables in custody; maintains fiscal solvency of the credit union. Develops and recommends to the Board, and upon their approval, implements financial policies and procedures to best utilize the assets of the credit union and maintain adequate reserves and liquidity to meet the demands for loans and share withdrawals.
- Makes certain all legal obligations of the credit union are met. These include payment of all taxes, maintenance of sufficient liability insurance of all risk exposures, current and timely filing of all required reports to supervisory agencies, compliance with state and federal labor laws, and operating within legal boundaries granted by the charter and the Federal Credit Union Act.
- Reviews completeness and ensures accuracy of all financial, statistical, and accounting records of the credit union.
- Ensures that actions, policies, and procedures adopted by the Board are properly implemented; and institutes programs, procedures, and controls to ensure effective administration.
- Annually reviews the adequacy of bond and insurance coverages. Amends coverage as necessary. Reviews bond and insurance coverage with the Board once per year.
- Maintains effective communication with all credit union employees, the Board, and committee members to ensure coordination and exchange of information for accomplishing goals.
- Drives the development and maintenance of digital solutions and guidelines. Verifies implementation and controls.
- Builds sound relations with the Board and keeps them fully informed on the condition of all important factors influencing the credit union. Ensures the validity of all information provided in board meetings and on financial statements.
- Organizes and conducts the annual strategic planning process seeking input from the Board, managers, and volunteers. Presents the final strategic plan to the Board for approval and in turn presents periodic updates on the progress toward meeting the goals and revises the strategic plan as necessary.
- Recommends approval of capital expenditures, develops an operating budget, and implements long and short-range objectives to meet the intention of the strategic plan.
- Stays abreast of member needs and external trends to develop the most competitive product mix.
- Develops and implements business development and marketing programs designed to stimulate the growth of the credit union.

- Supervises, consults, guides, coordinates, supports and encourages leadership. Delegates and empower subordinates to make decisions.
- With ongoing communication to and involvement from the Board: plans, organizes, and staffs the credit union with competent employees to accomplish the objectives of the organization.
- Approves additions and deletions of staff positions. Approves the promotion, demotion, or termination of employees.
- Implement a board approved wage, salary and benefit structure.
- Establishes performance standards. Ensures annual reviews are completed.
- Approves the hiring of new employees and the disciplinary actions for current employees.
- Plans and oversees the employee benefits program including competitive insurance and retirement programs to attract, retain, and motivate employees.
- Maintains relationships with other credit unions, corporate credit unions, and trade associations which are in the best interest of the Credit Union.
- Maintains community contacts and relationships with representatives of such groups as are necessary, desirable, or in the best interest of the credit union as a responsible member of the community, and other activities that will further the credit union movement.
- Attends management seminars, conferences and meetings as deemed appropriate,

BASIC QUALIFICATIONS/CORE COMPETENCIES

- At least ten years of similar or related experience in a financial institution with responsibility for the day-to-day operations and entire organization.
- Bachelor's or advanced degree and applicable professional certifications.
- Knowledge of the principles, practices and regulations of banking and financial services delivery.
- A demonstrated working knowledge of the following areas:
 - Member Services/Membership Expansion
 - Leadership
 - Accounting/GAAP/CECL
 - Digital/Cybersecurity/Data Processing
 - Regulatory Compliance
 - Risk Management/Insurance
 - Marketing/Business Development
 - Mortgage, Business, and Consumer Lending
- Experience building, leading and inspiring high performing teams.
- Effective collaboration and conflict management/problem solving skills

*Florida A & M University Federal Credit Union is committed to a diverse and inclusive workplace.
Competitive Salary/Benefits*

Florida A & M University Federal credit union (FAMUFCU) is seeking a President to work at its 'Tallahassee Office who leads with a collaborative team approach, vision, motivation, and result oriented strategies. The Credit Union is CDFI Certified, \$29 million assets, not-for-profit, financial institution, providing quality financial services for over 89 years. FAMUFCU serves the needs of its members by providing personal attention, a wide array of products and services, as well as digital innovation.

Send Resume to: famuherb@aol.com