

Guardians Credit Union
Job Description

Job Title: Community Development Manager
Department: Administration
Reports To: Chief Executive Officer and Executive Vice President
FLSA Status: Exempt
Prepared By: Executive Vice President
Prepared Date: May 11, 2017
Approved By: John Deese
Approved Date:

Summary

A member of the Management Team, this position is responsible for creating, implementing and maintaining all aspects of community development programs, events and activities to improve the financial lives of our members and potential members.

Employee's responsibilities regarding BSA-OFAC-AML-CTR laws, rules, and regulations:

Attain and maintain acceptable levels of knowledge concerning the laws, rules, and regulations including all updates and changes.

Complete and accurately submit all necessary forms required by the laws, rules, and regulations.

Complete all steps required in laws, rules, and regulations.

Essential Duties and Responsibilities include the following (other duties may be assigned):

- Network with other financial institutions, CDFIs and social agencies in an effort to identify best practices for serving the disadvantaged or unbanked.
- Analyze, measure, track and report data to ensure compliance of grant requirements and funds used for community development.
- Possess strong lending skills and experience. May periodically serve as back-up underwriter of community development loan products.
- Responsible for developing policies, procedures and processes for the community development functions of the credit union.
- Develops strategies for maintaining an active network of business partners in the non-profit, local government and small business community. Promotes the credit union and the products and services available with these partners. Serves as liaison with these partners.
- Collaborates with internal departments, such as Product Development, Accounting, Marketing, Operations and Lending, as well as external partners and allies in the

development of community relationships and implementation of sales strategies, plans, and business models.

- Drive community development activities that align with the credit union's short and long term goals and the CDFI designation, ensuring programs and services are sustainable, either from direct program revenue or indirect revenue (grants).
- Closely monitor performance of community development / low-income designated loan and product portfolios to achieve a high-quality and profitable asset base. Provide feedback to senior management on trends and performance.
- Measure and report the impact of business partner activities and outreach program activities.
- Provide direction for grant proposals, utilizing grant proceeds to pay for outreach activities and mitigate program risk.
- Coordinate and deliver presentations to promote the credit union's community programs, products and services.
- Guide, direct and support all financial education activities for the credit union, both internally with staff and externally with members and potential members.
- Conduct financial education with community organizations, the faith community, employers, city leaders, formal education programs, human service agencies, and other similar organizations and agencies that support the local community.
- Prepare and deliver financial education workshops that can include evenings and weekends as needed.
- Provide one-on-one financial education to membership as appropriate.
- Ensure the community development efforts are focused in the primary impact areas of housing, transportation, education, asset/credit building, outreach and collaboration.
- May periodically opens accounts and process loans as well as all other member relations tasks. Must possess the ability to open all types of credit union accounts and services. Must possess the ability to analyze member needs in order to confidently recommend products and services that will fit the member.
- Handles incoming community development calls and e-mails effectively so that contact is made in a timely manner.
- Serves as volunteer with professional, business, and community organizations to further promote the credit union.
- Represents the credit union at various community events and at local or state financial literacy initiatives.
- Perform other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Bachelor's Degree from a four year college or university; or two year's related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, members, and the general public.

Mathematical Skills

Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to interpret a variety of functions in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have a knowledge of computers and various software including but not limited to; Microsoft Office (Word, Excel, and Outlook), Publisher, PowerPoint, Access, and Internet applications. The individual must have a willingness to learn DataSafe, the credit union's data processing system.

Other Skills and Abilities

Ability to perform under pressure. Ability to meet deadlines. Must possess organizational skills. Ability to work independently. Must deal effectively and professionally with fellow employees and members. Must have reliable transportation as outside travel to and from events will occur on a regular basis.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to speak or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. They may periodically need to lift/set up 8 foot tables for benefit/health fairs or community events. Specific vision abilities required by this job would include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.

While performing the duties of the job, the employee will be exposed to outside weather conditions (especially during community events). The noise level in the work environment is usually moderate.