

We are looking for an experienced AVP, Branch Manager to join our team at our 799 Broadway, South Portland Office.

Evergreen Credit Union is one of Maine's largest credit unions and continues to grow with a new branch opening in Scarborough in the spring 2024. Not only are we adding a new branch, but we are also expanding our team to be able to continually give members world class service. We are looking for that right individual to join our dynamic organization. Voted one of Maine's Best Places to Work eight years in a row, Evergreen provides employees an opportunity to be part of our unique culture.

Role:

To direct the operations of a medium to large sized credit union branch, ensuring the branch meets service, organizational, operational, and growth objectives.

Comply with all laws and regulations pertaining to job function such as Fair Lending, HMDA, and MLA.

Follows all Bank Secrecy Act policies and procedures.

Essential Functions & Responsibilities:

Directs, develops, and motivates branch personnel to achieve annual goal objectives; administers performance evaluations and recommends appropriate personnel actions.

Reviews and underwrites consumer loans up to the amount assigned per credit union policy; reviews and approves underwriting decisions of subordinate personnel.

Maintains relationships with business members (existing and new) and acts as liaison with the member business lending department to help meet and expand business portfolio objectives.

Monitors all branch activities to insure they are in compliance with established credit union policies and procedures.

Maintains communications with Sr. Management; attends scheduled management meetings; disseminates appropriate information to branch team.

Represents the branch as appropriate in its relationships with members, community organizations(s), other financial institutions, and similar groups.

Performs other related duties as assigned.

Knowledge and Skills:

Experience Three to five years of similar or related experience.

Education A two-year college degree or completion of a specialized course of study at a business or trade school.

Interpersonal Skills Work involves extensive personal contact with others and is of a personal or sensitive nature. Motivating, influencing, and/or training others is key at this level. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

Other Skills Strong communication skills; ability to use related software required; ability to multi-task.

Physical Requirements: Must possess sufficient manual dexterity to skillfully operate office equipment including but not limited to the scanner, a computer, photocopier, and telephone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hand to finger, handle or feel objects; reach with hands and arms; balance; stoop; kneel, crawl or crouch; talk or hear. The employee may occasionally lift up to 20 pounds.

Specific vision abilities are required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Benefits:

We offer an excellent compensation and benefit package that includes medical insurance, dental insurance, vision insurance, 401(k) with match, PTO, paid holidays, short-term and long-term disability insurance, and education assistance.

This position reports to the Vice President of Branch Administration. Resumes may be sent to Cathy Lestage, Vice President of Human Resources @ clestage@egcu.org.

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