

JOB DESCRIPTION:

TITLE: **Chief Executive Officer**

REPORTS TO: **Board of Directors**

Mission and Purpose:

To provide credit, savings, transaction services and financial education to our community and understand the needs of our members, especially individuals of modest means.

The Central Capital Federal Credit Union, CENCAP FCU, is a community-based financial institution concentrated in Hartford's low-income neighborhoods, which provides needed financial services to its members. CENCAP FCU's current membership is nearing 9,000. Current shares are approximately \$36 million. Current outstanding loan balances are approximately \$28 million. CENCAP FCU and its predecessor organizations have been serving the community for over 70 years.

CENCAP has 3 strategic goals that are the structure for success. 1. Enhance the Member Experience, 2. Become a one stop shop for all members financial product needs and 3. Improve CENCAP's organizational health.

CENCAP'S CEO will plan, direct and control all credit union activities in accordance with credit union plans, policies, and directives established by the Board of Directors. Provide strategic direction, vision leadership, and management in all functional areas. Ensure financial stability and member satisfaction commensurate with the best interest of the members, the employees, and the credit union.

Job Responsibilities:

- Direct all credit union operations, which include planning and implementing programs, policies, and procedures.
- Provide strategic and/or administrative direction and management in all credit union functions including accounting, ALM, business development, compliance, facility management, finance, human resources, investments, lending, marketing, operations, retail services, risk management, and security.
- Be the voice of the Credit Union by providing and supporting the community we service as well as expanding and attracting a wider customer relationship base.
- Investigate workflow of the credit union and make continuous changes to improve and reduce cost.
- Ensure that the credit union follows the federal laws and regulations set forth by the National Credit Union Administration and other State and Federal regulatory agencies.
- Recruit and select quality applicants for management vacancies, ensure that the credit union is adequately staffed with solid employees.
- Execute improvements consistent with the overall strategic plan.
- Regularly evaluate the job performance of credit union management to ensure quality service to members.
- Build positive relationships with the credit union membership, with appropriate trade associations and local non-profit organizations.
- Manage security and safety for the credit union, analyze security and safety policies and procedures, and to alert staff of any changes in a timely manner.

Minimum Requirements/Qualifications

Bachelor's degree in Finance, Accounting, Business, Economics, or related field; Seven (7) or more years of managerial/supervisory experience in public or private financial management.

Bi-lingual – English Spanish is a plus.

Salary

The Chief Executive Officer is an Exempt "at will" position appointed by the Board of Directors. This is a full-time position. Salary Range is \$110,000 - \$ 140,000.

Email resumes to:

Antoinette Baker
Human Resources
hr@cencap.com

Posted: 8-20-2024

Closing Date: Resumes will be accepted until the position is filled.