



AITKIN
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Aitkin, MN 56431
218-927-3789
FAX: 218-927-2586

CLOQUET
101 - 14th Street
Cloquet, MN 55720
218-879-3304
FAX: 218-879-0018

DULUTH - CENTRAL
630 E. 4th Street
Duluth, MN 55805
218-625-8500
FAX: 218-727-4426

DULUTH - MILLER HILL
1600 Miller Trunk Hwy
Duluth, MN 55811
218-625-8500
FAX: 218-727-1459

DULUTH - SPIRIT VALLEY
215 N. 40th Ave. W.
Duluth, MN 55807
218-625-8500
FAX: 218-624-1571

McGREGOR
149 W. Hwy 210 • PO Box 457
McGregor, MN 55760
218-768-3607
FAX: 218-768-4348

Position Title: Regional Manager / Branch Manager
FLSA Status: Exempt
FTE Status: Full-Time

POSITION PURPOSE

The branch manager is responsible for the success of their branch. The primary purpose of this position is to assist Members Cooperative Credit Union in living out its mission to be the primary positive financial influence in the lives of our members/owners. One of the primary means to achieve this end is to develop a highly effective team of employees and developing each employee to their highest potential through coaching and leadership. Responsible for ensuring that outstanding service is delivered to both internal and external members. A key component of this service to external members is to ensure each employee identifies members' financial needs and suggests appropriate solutions. Must be outgoing, friendly, energetic and engaging, and be dedicated to serving and finding financial solutions for our members.

In addition, this position is responsible to provide leadership, direction and quality member service in the management of the branch office for the Members Cooperative Credit Union in support of the organization's goals, objectives, policies and practice. This position must comply with all aspects of Bank Secrecy Act/Anti-Money Laundering, USA PATRIOT Act and OFAC regulations as it relates to this position and will diligently identify and report suspicious activity appropriately. This position promotes and implements new technology to support the mission statement, streamline products and services and promotes long-term cost savings benefits.

The manager is responsible for the administration and efficient daily operation of a full-service branch office, including operations, lending, product sales, customer service, facility appearance, safety and security. The manager is responsible for the profitability and productivity of the branch, and develops new deposit and loan business; provides a superior level of member relations and promotes the sales and service culture through coaching, guidance and staff motivation; achieves individual and branch sales goals through new business sales, referrals and retention of account relationships. Creates friendly environment in branch that keeps members and employees enthused and productive, and keeps the deposit base growing.

QUALIFICATIONS:

- Bachelor Degree
- Three to five years of financial services experience, preferably in a credit union or bank with increasing leadership responsibilities. Business management experience and experience in sales management strongly preferred. Should have developed and had operating responsibility for the budget.
- Should have managed a minimum of five direct reports.
- Proven experience setting and surpassing sales, service and profit goals.

INTERESTED APPLICANTS SEND RESUME, REFERENCES AND COVER LETTER WITH DETAILED SALARY REQUIREMENTS TO:

Members Cooperative Credit Union
Attention: HR Department
101 – 14th Street
Cloquet, MN 55720
or
e-mail to employ@membersccu.org

RESUMES' WITHOUT DETAILED SALARY REQUIREMENTS WILL NOT BE CONSIDERED.

