

Bowater Credit Union
Structured Compensation - Job Description
VP Lending

Data Year: 2022

Prepared On: 05/09/2022

Department:	Back Office	Grade:	13
Reports To:	CEO	Classification:	Executive
Supervises Direct:	Calhoun Loan Officers, Risk Management Specialist	Supervises Indirect:	Branch Loan Officers
Approved By:	CEO	Effective Date:	11/01/2018
		Revised Date:	05/09/2022

Role:

Directs and coordinates all lending activities within the Credit Union, ensuring compliance with Credit Union lending policies and regulations. Plans, directs, and coordinates the development of lending policies, procedures, goals, and objectives. Directs lending activity to meet Credit Union goals and objectives.

Essential Functions & Responsibilities:

- N 30% Directs and monitors lending operations for the Credit Union. Establishes annual sales goals related to lending programs. Monitors progress of and ensures Credit Union lending goals and objectives are achieved.
- N 15% Develops, proposes, gains acceptance for, and implements lending program policy and strategy. Leads activity related to new product development as it relates to lending programs. Ensures the Credit Union is in compliance with all lending policies and regulations. Makes changes as necessary. Works with marketing staff in developing consumer loan promotions.
- N 10% Interviews, underwrites, approves, and closes loans.
- N 10% Directs and oversees preparation of periodic financial, lending, and operations reports for management. Ensures accuracy and completeness of information. Analyzes loan data reports for corrective actions.
- N 5% Leads Loan Review Committee. Arranges for loan applications to be presented to Credit Committee. Provides overview and recommendations to the committee. Serves on the Funds Management Committee and other committees as assigned.
- N 5% Monitors competitor rates and fees and stays up-to-date on developments and issues affecting Credit Union lending products and services. Maintains extensive knowledge of consumer, commercial, real estate, and mortgage lending practices.
- N 5% Examines, evaluates, authorizes, and/or recommends approval of commercial loans and lines of credit. Reviews periodically for required updated financial information and field visits.
- N 5% Establishes and monitors budget. Reviews and approves expenditures.
- N 5% Performs performance appraisals, establishes goals and action plans, and sets up performance improvement plans and disciplinary actions. Makes hiring, firing, and promotion decisions. Creates opportunities for employee development.
- N 5% Establishes and maintains good working relationships with Credit Union staff, management, and outside business contacts.

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N 5% Performs other job related duties as assigned.

Performance Measurements:

1. Coordinate and execute effective lending programs and promotions that support Credit Union goals and objectives and fulfill member needs. Improve the Credit Union's competitive position.
2. Ensure all lending activity adheres to established policies, procedures, and governmental regulations. Maintain high level of knowledge related to all lending areas.
3. Meet or exceed specific goals and objectives established for all lending areas. Maintain growth, yield, delinquency, charge off, and ancillary sales per goals set by CEO. Establish and provide support for lenders to achieve goals and objectives.
4. Provide direction and recommendations to management, based on current data, regarding the Credit Union's financial position and direction. Keep management informed of key operational issues affecting the Credit Union.
5. Maintain positive business relationships with all business contacts. Maintain good communication with subordinates and other Credit Union personnel.
6. Meet or exceed budget goals.
7. Maintain a well-trained, efficient, and effective lending staff. Provide necessary leadership, support, and training opportunities.
8. Complete employee performance appraisals and handle performance issues in an appropriate and timely manner.

Knowledge and Skills:

Experience	Three to five years of similar or related experience.
Education	(1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree. MBA preferred.
Interpersonal Skills	Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.
Other Skills	Thorough knowledge of banking practices, policies, procedures, operations, products, services, and regulations. May also include specialized knowledge in lending or investing. Specific knowledge of the philosophy and structure of the Credit Union industry. Thorough knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Considers the relative costs and benefits of potential actions and chooses the most appropriate one.

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Must have good communication and supervisory skills.

Must have working knowledge of spreadsheets and word processing software.

Physical
Requirements

Work Environment

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature