



Business Development Officer – Independence, Ohio

Century Federal Credit Union, established in 1948 and one of the largest credit unions in Northeast Ohio, has an opening for a Full Time Senior Systems Administrator. Do you have what it takes to join our team? If so, we want to speak with you.

This position is responsible for executing upon the strategic direction of the credit union to contribute toward membership growth & loan growth by working in a multifaceted capacity alongside Marketing, Financial Centers, and the Credit Union partners. Fostering and maintaining relationships with key contacts within existing and potential SEGs will be an essential function. Establishing and deepening engagements with our current SEGs by gaining access to their employees at events, lunch and learns, benefits fairs, new hire orientation etc. Leveraging financial education and wellness as a brand differentiator and lead generator for new SEG opportunities is a core responsibility of this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage current SEG relationships via on-site visits, enrollment sessions, financial workshops, consistent communication, etc. to increase awareness and membership penetration.
- Coordinates outreach with SEG contacts and maintains accurate existing and potential contacts.
- Maintains data tracking of BD Team sales leads and closes business on multiple platforms.
- Coordinate periodic visits, make presentations to promote new/existing products and service to our SEGs and community groups.
- Schedules and tracks data for financial education seminars for SEGs and credit union members.
- Host or facilitate SEG events, during and after normal business hours including weekends.
- Develop and manage SEG relationships with strategic liaisons to deepen SEG partnership with the Credit Union and deliver more business members.
- Tracks all SEG activity within the credit union system.
- Participates in Credit Union publicity events (i.e., chamber meetings, business expos, charity events, and CU events).
- Identifies opportunities to market the Credit Union to current and potential SEGs and members.
- Jointly partner with Branch Managers on SEG related activities.
- Prospect and cold call on business in the BDO's assigned areas.
- Coordinates special events through the development and implementation of departmental plans and project outlines. Oversee departmental staff related to projects when appropriate.
- Work cross functionally with Retail, Marketing, and Lending teams to drive new business.
- Adhere to and uphold all written policies and procedures of the credit union, including BSA/CIP and OFAC monitoring and reporting, security operation, and personnel policies.
- Work from the assigned branches and corporate office to collaborate and build relationships.

- Other job-related duties as assigned.

REQUIRED KNOWLEDGE

- Knowledge of the financial industry preferred but not required.
- Must have two years of field calling experience and sales background. In addition, a working knowledge of small business credit would be a plus with an emphasis in the financial services industry.
- Prior experience in outside calling is required.

SKILLS AND ABILITIES

Ability to read and write.

Excellent presentation (oral and written) skills required.

Thorough understanding of computer systems.

Strong analytical, problem solving and leadership skills.

Organizational & Strong follow-up skills.

Demonstrated creativity.

EDUCATION/CERTIFICATION

Bachelor's Degree or equivalent; or 2 + years related experience and/or training.

Certified Credit Union Financial Counselor certification preferred or will be required to be obtained within two years of appointment.