

## Senior Vice President of Lending

Department: Lending	Grade: 15
Reports to: CEO	Classification: Exempt
Supervises (Direct) Yes/No: Yes	
Effective Date: 01/01/2015	Revised Date: 12/14/2018

The Senior Vice President of Lending is responsible for planning, coordinating, and executing all lending activities, including loan origination, loan underwriting, loan processing, loan servicing, collections and loan product development.

### Essential Functions & Responsibilities

- Actively participate in the development of the Credit Union’s strategic plan. Help lead the organization in pursuit of our strategic plan.
- Plan, organize, and direct the Credit Union’s lending services with direct oversight of the credit union’s loan portfolio, including mortgage and real estate loans, consumer loans, and indirect lending. Ensure that lending operations are in accordance with established policies, procedures, and legal requirements.
- Oversee the ongoing activities of in-house mortgage loan servicing.
- Research, develop and implement new loan products. Keep abreast of industry trends and react to changes to maintain competitiveness.
- Create, analyze, and interpret data to support decisions towards credit union strategy and growth
- Communicate with Marketing department to ensure that the Credit Union’s marketing strategies are in alignment with lending goals, policies, regulatory guidelines and capabilities.
- Achieve operational excellence by continually reviewing processes and procedures to identify opportunities to maximize workflow efficiency. Regularly review opportunities to leverage technology to improve efficiency, enhancing the performance in each business area.
- Provide exemplary service with every interaction between employees, members, vendors and the community.
- Manage compliance risk and ensure that a formal internal audit program is in place for lending. Communicate and interact with all auditors.
- Manage, report, oversee third party auditing firms including DOB and NCUA
- Ensure that lending activities result in maximum volume, appropriate profit for the Credit Union and an acceptable delinquency ratio.
- Oversee collections department
- Ensure that all member or internal transactions are processed accurately and that each employee has the proper level of transactional authority. Implement strong internal controls to minimize risk of processing failures.
- Effectively supervises personnel, ensuring optimal performance, and appropriate career development. Ensure that personnel are well trained regarding policy and procedures and



well informed regarding legal and regulatory developments. Ensures that staffing levels are appropriate.

- Inform Senior Management Team and Board of Directors on loan activities.
- Prepare and present monthly reports to Credit, ALCO, Audit Committees and Board of Directors meeting. Serves as Chair of Credit Committee
- Additional duties as assigned

#### Knowledge & Skills

- Executive leadership in lending practices and procedures
- Bachelor's degree required (or comparable experience), Master's Degree Preferred
- Excellent oral and written communication skills, customer service skills, organizational skills, problem solving skills and management skills
- Proven ability to make logical and sound decisions using analytical data
- Maintain an active federal registration as a Mortgage Loan Originator (MLO) with the Nationwide Mortgage Licensing System & Registry (NMLS), in compliance with SAFE Act regulations and SAFE Act Policy and Procedures.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. 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 regularly required to sit, stand, walk, talk and hear. The employee must occasionally lift and/or move up to ten pounds. The employee must be able to sit for long periods of time and communicate orally, both over the phone and face-to-face, with members and vendors. The employee must be able to view a computer monitor and use an alpha-numeric keyboard. Specific vision abilities required by this job include close vision, distance vision and color vision.

The noise level in the work environment is usually moderate.

Tremont Credit Union provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tremont Credit Union complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.