



Position Title: Branch Manager

Reports To: Director of Retail Banking

FLSA Class: Exempt

Position Summary:

The Branch Manager is responsible for the administration and efficient daily operation of a full service branch office, including operations, lending, product sales, customer service, and security and safety in accordance with the Bank's objectives. This is a leadership position, with accountability for team performance in the designated branch, and participation in community affairs to increase visibility and to further CRA efforts. This position has direct supervisory responsibilities, decision-making authority, and accountability for compliance.

Essential/Primary Job Functions:

- Drives performance results against annual budget as defined in Retail operating plan.
- Coaches team to achieve 100% of branch sales and service objectives.
- Ensures branch meets all operational goals and remains strong operationally.
- Conducts outside sales activities to secure new clients, and to expand consumer and business relationships.
- Leads team in supporting and following the BrandStrong program in all efforts.

Job Requirements for Essential/Primary Job Functions:

- Branch manager experience to include leading a sales team to achieve top performance.
- Experience in business development, consumer lending and Branch operations.
- Proven supervisory skills (develop guide, train and counsel staff).
- Ability to lead marketing efforts of branch (on-site and in identified market).
- Excellent oral and written communication skills (clear, concise, correct).
- Ability to manage independently with minimal supervision.
- Demonstrated ability to organize, plan and prioritize.
- Experience developing strategic partnerships.

- Excellent leadership and motivational skills.
- Ability to manage multiple priorities in a retail sales environment.
- Proven experience leading a team to meet and sustain individual and team sales and customer satisfaction goals.
- Demonstrated and/or proven ability to inspire, lead and motivate a team to achieve goals.
- Strong work ethic, careful attention to detail and compliance with policies and procedures, success in hiring, developing, coaching and/or training staffing.
- Strong business acumen with ability to understand the needs of a small business.

Compliance Accountability:

- Responsible for compliance with all regulations, laws, and bank policies and procedures that pertain to your day-to-day job responsibilities.
- Responsible for maintaining a working knowledge of all compliance regulations pertinent to your assigned duties by successful completion of any courses assigned on a timely basis. Responsible for ensuring that all bank personnel under your supervision have a working knowledge of the compliance laws, regulations, and bank policies and procedures that pertain to their day-to-day job responsibilities and are held accountable for compliance and the internal controls appropriate for your department(s).
- Responsible for participating in BrandBank's community development program at least one day each year.
- Responsible for adherence to BrandBank's Code of Professional Ethics and Conduct as well as observing and promoting compliance with the Code among fellow bank personnel, customers and vendors.

Education/Work Experience:

- Bachelor's degree preferred.
- Three years in financial sales and service experience with at least one year previous experience in a leadership role.
- Proven expertise in Microsoft Office.

To apply: www.thebrandbank.com/careers

BrandBank is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status.

