Cove Federal Credit Union (CFCU) was originally chartered as SEMC Federal Credit Union in 1970. It was started by a small group of employees of St. Elizabeth Hospital in Covington, Kentucky. In 2014, SEMC Federal Credit Union was renamed to Cove Federal Credit Union. In 2019, the National Credit Union Administration approved and expansion of CFCU’s field of membership to include all persons who live, work, worship or attend school in Hamilton County, Ohio and Boone, Kenton, Campbell, Grant and Pendleton Counties in Kentucky. CFCU serves its 6,700+ members through its one office location in Edgewood, Kentucky, a sophisticated call center, membership in a wide area ATM network and participation in a nationwide shared branching network. CFCU has nearly $80 million in total assets and operates with 17 employees.

CFCU’s Board has begun its search for a new Chief Executive Officer (CEO) due to the upcoming retirement of the current CEO. The CEO is accountable to the Board for the efficient and effective operation of the credit union, the safeguarding of personnel, funds, records and property. The CEO shall plan, direct and control all credit union activities in accordance with credit union plans, policies, directives, and activities as established by the Board. The CEO is responsible for ensuring financial stability and member satisfaction commensurate with the best interests of the members, the employees, and the credit union. The CEO shall provide strategic direction, vision, and management in all functional areas.

**Job Responsibilities**

* Direct all credit union operations, which include planning and implementation programs, policies and procedures.
* Provide strategic and/or administrative direction and management in all credit union functions including: accounting, ALM, business development, compliance, facility management, finance, human resources, investments, lending, marketing, operations, risk management and security.
* Manage the day-to-day operation of the credit union and establish office procedures to utilize staff and facilities most efficiently, to promote products and services, to provide outstanding member service, and to achieve the goals of the credit union.
* Develop, recommend, and implement financial policies and procedures.
* Ensure that the credit union follows the federal laws and regulations set forth by the National Credit Union Administration as well as other applicable state and federal regulatory agencies.
* Evaluate the job performance of credit union management to ensure quality service to members and adherence to all applicable regulations.
* Monitor credit union financial performance against the Board approved budget.
* Conduct business development activities to promote the growth and development of the credit union. Build positive relationships with the membership.
* Provide direction to the Board on compensation and benefits philosophy. Plan and recommend appropriate wage and salary structure in accordance with the philosophy.
* Assure that recommendations and/or findings by examiners and auditors are evaluated and corrected

**Qualifications**

* A Bachelor’s degree preferably in a business-related field; an advanced degree is preferred, as well as demonstration of ongoing education relevant to a financial institution’s leadership
* Minimum of 5 years financial institution management experience
* Relative experience working with regulatory examiners and auditors
* In depth consumer and mortgage lending knowledge and experience
* Working knowledge of Board governance