



**Position: Sr. Business Development Specialist**

**Department: Business Development**

**Position Reports to: Business Development Manager**

**EEO Classification: Administrative**

**FLSA Classification: Exempt**

### **Position Summary**

To support the Business Development Department by assisting the Business Development Manager in developing and growing union relationships and promoting credit union products and services.

### **Position Duties and Responsibilities**

- Facilitating Money Management classes in coordination with apprenticeship programs
- Cultivate, promote and maintain good public relations with members, affiliated union groups and union representatives.
- Coordinate with the Marketing Department to development promotional items and business development materials to effectively target Union groups.
- Attend Union activities such as meetings and other affiliated events to educate our membership of products and services we provide to meet their needs.
- Assist in monitoring and tracking projects, activities, events and strategies to achieve goals and objectives.
- Develop and maintain complete understanding and knowledge of all products, services and promotions.
- Follow established safety policies and procedures as outlined in the OEFCU Illness & Injury Prevention Program. Submit to initial and ongoing Bank Secrecy Act (BSA) compliance training. Incorporates current BSA regulations into applicable job functions.
- Perform other related duties as assigned.

### **Position Qualifications and Skill Requirements**

- Must be able to maintain a flexible schedule and work hours including early mornings, late evenings and weekends - 50 to 75% travel, or as needed.
- Excellent verbal and written communication skills.
- Good presentation and networking skills.
- Public speaking to small and large groups a must.
- Ability to communicate tactfully and professionally, and maintain confidentiality.
- Keep current with the union construction trade industry and potential credit union membership opportunities.
- Proficiency with PC, Microsoft windows software, Excel, Power Point, Word.
- Minimum of (3) Years in the Credit Union Industry with knowledge of union labor organizations, prior business development preferred.
- BS/BA degree in business related field or equivalent experience preferred.
- Bilingual in English and Spanish preferred.

### **Physical Requirements**

- Must have a valid state issued driver's license.
- Must be able to lift, carry, push or pull up to 30 pounds.
- Must be able to sit for a prolonged period of time and walk/stand for moderate periods.