
Job Title:	Community Development Specialist
Classification:	Exempt
Reports to:	Director of Development
Supervises:	N/A
Location:	Hybrid - Milwaukie, Oregon Office

About Us:

Cutting Edge Federal Credit Union operates on the belief that being a not-for-profit financial cooperative means that our members profit by giving them higher rates on savings, lower rates on loans, and a wide range of services at little or no cost, to help them reach their financial goals and achieve overall financial wellness at any stage of life. As a designated Community Development Financial Institution (CDFI), we empower our staff with resources and training that align our social mission with satisfying our members' unique and varied financial needs.

Everyone who works at Cutting Edge plays an important role in developing our member communities, whether you're on the front lines working directly with members or in the back office making sure that everything is running smoothly. We are seeking to employ individuals who want more out of their job than just a paycheck – consider joining our team if you want to be part of a Movement towards community wellbeing and prosperity through financial health and inclusion.

Position Summary:

The primary purpose of this position is to assist the credit union in the successful implementation of its community and business development initiatives. This position will be responsible for overseeing the credit union's relationship with its community partners and the administration of its financial education programs. The Community Development Specialist will assist with the development of financial education and outreach materials, and help the credit union reach its lending, membership and development service goals. In addition, the position will seek feedback on the needs of the community from partners to continually improve the credit union's products and services.

This position will primarily work with and develop Select Employer Groups (SEGs) in geographic areas that are associated with the credit union branch communities, and work with area business leaders and community representatives to build credit union membership. The Community Development Specialist will also serve as a lead Credit Union Certified Financial Counselor (CCUFC), and main CCUFC at the Milwaukie location, for the Goal Getters Financial Empowerment Program.

The person in this role will work closely with credit union management to ensure the strategic plan of the credit union is being carried out. A strong history of successful

partnership/business development and community outreach is desired. This position requires a thorough understanding of and belief in the philosophy of the Credit Union Difference. This position will primarily work from our Milwaukie, Oregon office with the option of remote work at the direction of the Director of Development based on departmental and credit union needs.

Duties and Responsibilities:Community & Business Development

- Oversee and coordinate community development functions/activities to provide financial counseling and credit union products and services to CDFI target market clients
- Actively pursue new and existing partnerships with community stakeholders to develop and implement financial education programs
- Assist in positioning the credit union's brand in the community, build general awareness and support the credit union's mission
- Administer the credit union's financial education programs in group settings, by creating presentations and presenting curriculum
- Develop outreach tactics and materials used on-site at partner locations
- Actively pursue new and existing SEGs through sign ups and community involvement
- Ideate, coordinate and oversee business development functions/activities
- Support marketing initiatives and represent the organization at events
- Work with the Director of Development to develop an annual credit union business development plan
- Oversee credit union business development activities, including event planning, SEG events and SEG relationship onboarding and development, while supervising self and others in these activities
- May require off-site attendance at seminars or meetings with community partners, professionals or the public
- May be required to travel to all branch locations
- Other duties, as assigned

Marketing & Brand Ambassadorship

- Work with credit union management to effectively market the availability of the credit union's financial education program, products and services to CDFI target market clients through its proven marketing channels
- Assist in creating marketing collateral to support business development activities, as appropriate
- Assist in marketing coordination and placement, including social media and content development, as appropriate
- Other duties, as assigned

Financial Counseling

- Achieve CCUFC certification, and support all incoming staff in obtaining certification at the direction of the Director of Development
- Be the “go-to” financial counselor for the Milwaukie branch
- Administer the Goal Getters Financial Empowerment Program for our membership, including individual and group financial education and coaching
- Administer the credit union's financial education programs in a one-on-one scenario, by creating presentations and presenting curriculum
- Other duties, as assigned

Basic Requirements:

- High school education or equivalent
- At least three years of experience in the Credit Union Movement preferred
- Marketing experience preferred, but willingness to learn marketing and brand ambassadorship is required
- Proficiency in use of office machines and data processing systems
- Proficient in credit union share and loan products
- Ability to make decisions with proper judgment and show adequate research
- Ability to maintain good working relationships with members, staff and volunteers
- Experience or aptitude for working with the public and enjoys meeting new people and forming relationships
- Exhibit willingness to help people with empathy and nonjudgement
- Display an aptitude for learning and accepting new concepts
- Proficiency in oral and written communication skills
- Experience or aptitude for determining needs then facilitating training and education
- Ability to react calmly and logically in times of crisis or emergency
- Outgoing personality

Physical and Mental Demands:

- Continuous sitting for extended periods
- Occasional standing and walking
- Occasional lifting of up to 35 pounds
- Occasional bending, squatting or reaching
- Frequent use of hands in repetitive tasks such as simple grasping, twisting/turning of wrists; finger dexterity

- Continuous speaking and hearing for interaction with staff, members and outside contacts
- Continuous ability to see close and at a distance
- Continuous interaction with others, repetitive work, attention to detail, ability to solve complex problems, alertness, precision, concentration, accuracy, thoroughness, and memory demands
- Occasional fast-paced work
- Frequent deadlines, flexibility, performing basic and complex numeric calculations, writing, reading, comparing, analyzing, judgment, reasoning, patience and negotiating
- Continuous operation of office equipment
- Normal 40 hour workweek with occasional work or events outside of regular business hours required
- Travel required
- Exposure to potentially hazardous condition, i.e. robbery

Cutting Edge Federal Credit Union is an equal opportunity employer. Reasonable accommodations may be made to enable all individuals to perform essential functions.

NOTE:

Job descriptions are not intended and should not be construed to be exhaustive lists of all responsibilities, skills, or working conditions associated with a job. They are intended to be accurate reflections of those principal job elements essential for making fair wage decisions about jobs.