



Lawrenceville, GA
POSITION JOB DESCRIPTION SUMMARY
Chief Executive Officer

Position Details

Organizational Structure: Reports to the Board of Directors

Headquarters: Located in Lawrenceville, GA

Fair Labor Standards Act Status: FLSA Exempt

Work Schedule: Full-time, on-site, non-hybrid or remote position

Role Overview and Primary Responsibility

Under the supervision of the Board of Directors, the Chief Executive Officer is the leader of Peach State Federal Credit Union and is responsible for its success, financial performance, and the organization's continued long-term viability. The CEO provides day-to-day leadership for Peach State Federal Credit Union, overseeing all operations to ensure financial stability, regulatory compliance, and member satisfaction, while aligning results with the credit union's strategy, vision, and mission.

Job Qualifications

● **Education**

- A Bachelor's degree is required from an accredited institution.
- Master's degree in Business Administration, Finance, Accounting, Economics, Public Administration, a Juris Doctorate or a related field is preferred.
- Professional certifications such as Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), Certified Credit Union Executive (CCUE), or similar credentials are desirable.

● **Skills**

- High degree of personal and professional integrity; high standard of ethics and adherence to the law; strategic thinking with ability to successfully turn strategy into action; ability to display leadership and executive presence; high aptitude for emotional intelligence; action-oriented and open to change; ability to make difficult decisions; ability to foster productive and beneficial relationships; ability to act with operational speed and effectiveness; strong communication skills; outstanding leadership acumen; ability to comprehend, interpret and appropriately navigate complex business landscapes and stakeholder relationships; ability to present facts and recommendations effectively in oral and written form; knowledge of sound techniques in all aspects of business management.

● **Experience**

- Minimum of five years' progressively responsible executive leadership experience, including experience in credit unions, related financial industries, management, or related fields preferred, with progressive responsibility and evidence of demonstrated success. Professional experience at the executive level preferred.

- Demonstrated success in strategic planning, financial management, organizational leadership, regulatory compliance, and stakeholder relations.
 - Experience working with a governing board, regulatory agencies, community partners, and key stakeholders preferred.
 - Proven ability to lead organizational growth, manage complex financial operations, and foster a culture of accountability, innovation, and continuous improvement.
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Essential Job Duties include:

- Manage Peach State Federal Credit Union's overall direction and strategy.
 - Provide strategic and/or administrative direction and management in all credit union functions to include accounting, business development, compliance, facilities management, finance, human resources, investments, lending, marketing, operations, retail services, risk management, and security.
 - Ensure the safety and soundness of the credit union's financial condition.
 - Envision, define, and communicate the organization's market position and competitive advantage within its preferred strategic and tactical framework.
 - Position Peach State Federal Credit Union to excel in e-commerce by developing and implementing e-commerce strategies and future technologies to advance the mission and vision and permeate all critical delivery channels and operations.
 - Foster, nurture, and sustain strong relationships with credit union members, ensuring all products and services are exceptionally delivered.
 - Cultivate a high-performing organizational culture that positions Peach State Federal Credit Union as an "employer of choice" through the prioritization of a competitive compensation and benefits structure, balances accountability with support, recognizes exceptional performance, invests in employee development, and promotes a positive growth mindset.
 - Partner with the Peach State Federal Credit Union Board of Directors and support the Board Chairman and Board committee Chairs in efforts to execute their charges.
 - Establish and maintain a rigorous Board member recruiting and development process.
 - Facilitate the planning of the Credit Union's Annual Board Planning Session.
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Physical Demands and Work Environment

- While performing the duties of the Chief Executive Officer, the employee is regularly required to communicate effectively with staff, board members, community partners, and stakeholders. The position frequently involves sitting, standing, walking, and using standard office equipment, including computers and mobile devices. The employee may occasionally be required to lift and carry materials weighing up to 20 pounds.
 - The CEO is expected to attend meetings, presentations, community events, and organizational functions, which may require local and occasional regional or national travel. The work is performed primarily in an office environment; however, the position routinely requires attendance at off-site meetings and events, flexibility to work occasional evenings and weekends to support board meetings, fundraising activities, community engagement events, and other organizational priorities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
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Benefits

Peach State FCU offers competitive compensation and a benefits package.

Equal Opportunity Employer

Peach State is an equal opportunity employer. Peach State Federal Credit Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.
