



AMERICA'S CHRISTIAN
CREDIT UNION

Engagement Coordinator

Department:	Executive
Reports To:	Chief Executive Officer
Classification:	Exempt
Grade/Pay:	G8 \$22.80 (min.) - \$28.51 (mid) - \$34.21 (max)
Type:	Full-Time
Location:	Glendora, CA

Purpose:

To drive member engagement in ACCU programs & services. The Engagement Coordinator will organize and prioritize critical relationships and require information from the CEO to facilitate efficient decision-making. This is a key point of contact between ministry partners and ACCU. The Engagement Coordinator will provide oversight and guidance to projects of high importance, follow up, and help close opportunities with Ministries, Nonprofits, and large Business Partners.

Major Duties and Responsibilities:

- Strategically manage the CEO's time working alongside the executive assistant, creating and executing a long-term travel calendar, evaluating opportunities, and determining fit with priorities.
- Meeting preparation and follow-up is crucial, including reviewing upcoming meetings to ensure the CEO has all the information needed to be as productive as possible and sending out agendas or documents to meeting attendees as necessary. The incumbent will take responsibility for setting objectives for the visits, recapping discussions, and most importantly, following up with COG leaders and partners to be sure the opportunities get closed.
- Manage internal and external communications, draft company communications, reports, pitch decks, speeches, or presentations for the CEO.
- The incumbent will maintain strong relationships with key stakeholders by providing background information and nurturing partner relationships with whom the CEO desires regular contact and where there are business opportunities.
- Teeing up communications or meeting arrangements to support ongoing relationship building is a key responsibility. Follow-up and action orientation is critical to achieving Credit Union strategies and ACCU's missional objectives.
- Arrange and participate in Travel, Teams, and Zoom with the CEO on visitations.
 - Research the players and history.
 - Get all the travel details pinned with the Senior Executive Assistant.
 - Prepare for all speeches and engagement.
 - Recommend opportunities.
 - With them, Identify their needs.
 - Identify financial products.
 - Advance business opportunities within ACCU.

- Follow-up with ACCU contacts to further business opportunities.
- Get the opportunities developed and closed.
- Assist in positioning the credit union in a public relations and strategic role.
 - Develop our positioning in visitations.
 - Help define where our strategy should go and where it should not go. ○ Help identify, with others, whether relationships can be developed into something fruitful or should no longer be supported.
- Have a well-researched position on our competitiveness and positioning in the marketplace and what we are trying to be.
- Denominational Visits
 - Plan them out.
 - identify which denominations need ACCU and will advance ACCU's growth.
 - Help with how and when to engage.
 - Help with gifts/sponsorships/etc.
 - Pass on opportunities to the Lending Teams, follow up and ensure success.
 - Pass on opportunities to the Deposit Team, follow up and ensure success.
 - Follow up on all opportunities to fruition or end of the line.
 - Persistently follow up on opportunities until they are closed.
- Must attend Thankful Thursdays and similar type events and at times be the face of the credit union, including prepping the CEO.
- Help establish ACCU in the marketplace as the premier Christian Credit Union.
- Speeches and Storytelling
 - Make them more engaging and moving, make our Vision and Mission come to life.
 - For Consumer members, corporate members, and employees to improve reputation, trust and engagement.
- Possibly handling press, if that ever came to be an issue or opportunity.
- Measure CEO contact success through the success tracker and take responsibility for achieving new ACCU clients.

Expectations:

- Adhere to the principles and requirements of all applicable laws and regulations relating to your position and your ACCU employment, including but not limited to the Bank Secrecy Act (BSA), the anti-terrorism procedures of the Office of Foreign Asset Control (OFAC), and the Anti-Money Laundering (AML) provisions of the USA Patriot Act.
- Stand in for CEO communication when their time is limited.

Essential Functions:

- Ability to perform duties as outlined under "Major Duties and Responsibilities."
- Ability to communicate clearly and to be understood.
- Ability to deal with sensitive and confidential information.

Qualifications and Educational Requirements:

- Bachelor's Degree Required, or equivalent work experience strongly preferred.
- Experience in Christian, non-profit environment.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of

responsibilities, duties, and skills required of personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of their position, as long as necessary accommodations for that employee's disability don't cause an undue burden to the credit union.

To apply, please visit: AmericasChristianCU.com/Apply