

# FIRST RESOURCE BANK

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<b>Title:</b>	AVP Branch Manager/ Business Development	<b>Availability:</b>	Monday – Friday 8:00AM – 5:00PM
<b>FLSA:</b>	Exempt	<b>Location:</b>	Minneapolis, MN
<b>Category:</b>	Full Time	<b>Reports to:</b>	VP of Retail Banking

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## Position Summary

The Branch Manager is primarily responsible for effectively acquiring, managing, developing and growing profitable deposit account relationships at a new branch. This position also supports the daily operation of the office by providing leadership, training, coaching and supervision to all branch staff. The Branch Manager will serve as a back up to open new deposit accounts and process teller transactions while promoting and cross-selling bank products & services. Compliance with all state, federal, and security laws as well as bank policies and procedures is required.

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## Primary Duties

1. Responsible for building a profitable deposit account portfolio through cold calling, prospecting, networking, community involvement, and other sales tactics.
  2. Provides leadership and direction to retail staff in the branch.
  3. Create a team atmosphere through training to ensure branch wide compliance with bank policies and procedures; including the monitoring of employee tasks to ensure minimal errors and omissions when working with other departments for review or final processing.
  4. Manages the operation of the overall branch while maintaining a professional, business-like atmosphere within the office.
  5. Responsible for retail loan portfolio in the branch per the lending policy (i.e., Ready Reserves, vehicle and Home Equity, etc.) while maintaining asset quality. Perform loan administration tasks such as preparing reports, working on past dues, loan presentations, communicating updates to SVP of Retail Lending, etc.
  6. Maintain a thorough knowledge of bank security policies and procedures individually and for the retail staff at the branch to manage risk and reduce losses.
  7. Administrative Duties (i.e., overdrafts, reconciling, loans, wires, etc.)
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## Secondary Duties

1. Provide customer assistance to clients as they enter the branch which includes but not limited to opening new accounts, account maintenance and teller transactions.
  2. Assist in other areas of the branch when needed (i.e., answering/transferring phone calls, preparing incoming/outgoing mail, overdrafts, etc.)
  3. Other duties as assigned
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## Supervisory Responsibility

1. This position supervises the retail staff at the assigned branch.
  2. Conduct performance reviews and monthly one-on-one meetings with retail staff at the assigned branch.
  3. Coach and develop the retail staff at the assigned branch.
  4. Assist in the interview and recruiting process when retail positions become available.
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## **Minimum Requirements**

- Required Experience:
    - Previous experience in business development and bank environment sales
    - Knowledge and experience in retail banking, new accounts, etc.
    - Ability to proactively solicit new business
    - Excellent interpersonal verbal and written communication skills
    - Previous supervisory experience
    - Ability to operate a computer, photocopier, fax, telephone or other machines specifically related to position.
    - High School diploma or equivalency
  
  - Preferred:
    - Knowledge of retail lending
    - Bachelor's degree in business, accounting, finance or equivalent experience
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