Community Good
Episcopal Federal Credit Union

Chief Executive Officer

Organization: Community Good Episcopal Federal Credit Union
Reports to: Board of Directors
Status: Full-time
Salary: $115,000 annually, plus benefits in accordance with the credit union's approved policies
Location: New York City, with regular travel to congregations and community partners
Anticipated start: Early 2027, with transition time before the Operations Manager's February 2027 departure if feasible.

Position Summary

The Chief Executive Officer is responsible for the growth, operations, financial strength, compliance, and member service of Community Good Episcopal Federal Credit Union.

The CEO's primary responsibility is external growth: visiting churches and community partners, recruiting members, cultivating institutional and individual deposits, building a pipeline of responsible loan opportunities, and following relationships through to completion. After the initial transition period, the CEO should ordinarily devote at least half of their time to outreach and business development.

The CEO must also be a hands-on operating executive. Although many specialized functions are provided by outside firms, the CEO must understand the credit union's daily operations, direct its vendors, monitor financial and regulatory performance, and ensure that problems and required actions are resolved.

Responsibilities

Growth and Community Relationships

- Maintain an active schedule of visits to congregations, diocesan ministries, community organizations, and other eligible partners.
- Build and manage a measurable pipeline of prospective members, institutional depositors, and borrowers, with clear next steps and consistent follow-up.
- Present the credit union's mission and services effectively at parish meetings, clergy gatherings, community events, and individual meetings.
- Cultivate deposits and responsible loans while accurately communicating membership eligibility, share-insurance limits, account terms, and lending requirements.

- Track which relationships, products, and outreach strategies generate durable membership, deposits, and performing loans.

Operations, Finance, and Risk

- Ensure reliable daily operations, including member service, account administration, transactions, lending, reconciliations, records, complaints, security, and business continuity.
- Direct the credit union's outsourced CFO, controller, compliance, information-technology, and other professional service providers. Maintain appropriate contracts, due diligence, access controls, performance expectations, renewal calendars, incident records, and follow-through on findings and required actions.
- Protect member information and maintain appropriate internal controls, including segregation of duties or documented compensating controls where full segregation is impracticable, as well as fraud prevention, cybersecurity, records retention, and adequate insurance coverage.
- Work with the Board, Treasurer, outsourced financial team, and other advisors to prepare and execute budgets, forecasts, and plans for the credit union's asset mix, including member loans, loan participations, cash, and investments. Maintain sufficient liquidity, protect asset quality and capital, and invest surplus funds in accordance with applicable law and Board-approved policies. Approve expenditures and sign checks only within established authorization limits.
- Oversee the evaluation, purchase, and monitoring of loan participations, with appropriate due diligence, Board-approved policies and limits, and regular performance reporting.
- Control operating expenses and ensure that significant new or recurring expenses are supported by sustainable operating revenue or committed grant and contribution funding.
- Ensure compliance with all applicable laws, regulations, and Board-approved policies. Ensure the accurate and timely preparation of financial statements, call reports, regulatory filings, audit responses, compliance reviews, and corrective-action plans.
- Cooperate fully with the Supervisory Committee, external auditors, and examiners; provide timely access to requested records and personnel; and ensure prompt management responses to findings and corrective actions while respecting the independence of the Supervisory Committee.
- Serve as management's principal liaison with NCUA and other regulators and examiners.

Board, Staff, and Volunteers

- Keep the Board informed through concise, timely reporting on finances, risk, operations, membership, deposits, lending, outreach, staffing, vendors, and progress against the approved forecast and growth plan.
- Implement Board policies and decisions and bring significant risks, problems, and strategic choices to the Board promptly.
- Recruit, train, supervise, schedule, and retain staff and volunteers, with clear roles, procedures, access levels, and performance expectations.
- Maintain documented procedures, cross-training, and backup coverage so that essential knowledge does not reside with one person.
- Supervise the Westchester Financial Equity Coordinator if the grant is awarded, along with any future employees or contractors approved by the Board.

Qualifications

- Leadership experience in a credit union, community bank, CDFI, nonprofit financial-services organization, or another regulated and operationally complex setting.
- Demonstrated success in relationship-based business development, community outreach, institutional partnerships, fundraising, or sales.
- Working knowledge of credit union regulations, operations, lending, financial statements, internal controls, compliance, information security, and vendor management.
- Exceptional organization and follow-through, with the ability to remain on top of operational details while sustaining an active external schedule.
- Strong public speaking, writing, listening, and relationship-building skills.
- Experience recruiting, training, and supervising paid staff and volunteers.
- Commitment to responsible lending, financial inclusion, member privacy, and respectful service to underserved communities.
- Ability to satisfy applicable bonding, background, confidentiality, and regulatory requirements.

Preferred Qualifications

- Experience leading or helping scale a small credit union, CDFI, or community-development financial institution.
- Experience with NCUA examinations, CDFI programs, grants, loan participations, community-development lending, or outsourced professional-service models.
- Relationships within Episcopal, faith-based, New York City, Westchester, or Hudson Valley networks.
- Spanish proficiency or experience leading multilingual outreach.

Application

Please send a cover letter and résumé to the Rev. Canon Steven Lee, Interim CEO, at slee@stjohndivine.org.

Community Good Episcopal Federal Credit Union is an equal opportunity employer. We consider applicants without regard to any characteristic protected by applicable federal, state, or local law.