



Position Description

Position:	Branch Manager
Reports To:	SVP, Consumer Banking or Retail Sales Director
FLSA Classification:	Exempt

Organization Overview:

Foresight Bank is the largest, locally owned community bank in Northern Illinois, with fifteen offices in the counties of Winnebago, Stephenson and Kankakee. Foresight Bank is owned by Foresight Financial Group, Inc., an Illinois corporation founded in 1986, a financial holding company established under the Federal Reserve.

Position Summary:

The Branch Manager provides oversight and direction of retail banking departments of respective division(s), championing high touch service to customers, effective, consistent branch operations and drives profitable growth. Achieve strategic goals and meet performance objectives for the branch business volume, deposit, consumer loan portfolios and quality of audit reports. Is highly visible and engaged in bank markets and communities.

Primary Responsibilities:

1. Provides daily management to retail staff, in partnership with the Assistant Branch Manager, to meet and exceed all revenue, profitability and quality goals.
2. Work with Regional Director of Retail Sales and Operations Leaders to launch and support promotions.
3. Hire, coach and develop talent to enable a highly engaged, high-performance team.
4. Ensure high levels of customer satisfaction by managing and addressing customer needs and expectations.
5. Monitors performance provides coaching and conducts effective performance evaluations.
6. Foster continuous and effective communications within teams and cross-functional teams.
7. Partners with T&D and ensures continuous customer service and sales coaching and compliance training program for staff.
8. Oversees Assistant Branch Manager and teller operations at the division(s), where applicable.
9. Manages day-to-day activities to ensure compliance with auditing procedures, policies and banking regulations.
10. Maintains prescribed security controls to protect the bank against unnecessary risk and exposure and criminal fraudulent operations.
11. Partners with marketing to promote the bank and ensure staff have tools needed to communicate products and services to customers.
- ~~12.~~ Drive sales initiatives, meet financial targets, and develop relationships with clients.
- ~~13.~~ Support sales initiatives by generating loans volume, opening accounts, and making referrals.
14. Actively engage within the communities the division serves.
15. Assist in the annual business plan and budget process, forecasting for the branch.
16. Participates in business continuity planning, testing and documentation for Retail Operations.
17. Undertake special projects and/or assignments as needed.

18. Maintain compliance with and adhere to all state and federal regulations and bank policies and procedures, including, but not limited to Bank Secrecy Act, FACT ACT, Community Reinvestment Act, and EEO/AA/Fair Employment Practices.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Leadership:	Knowledge and skills in leading individuals to align with the strategic vision of the bank and achieving such through empowerment, collaboration, communication, team building and mentoring.
Judgement/ Problem Solving:	Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions. Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
Strategic Planning:	Deep proficiency in driving a shared understanding of a long-term vision that incorporates collaborative input and describes what the organization needs to look like and how to operate in the future.
Result Driven:	Defines appropriate goals, works toward achieving goals, articulates vision and steps for achievement.
Technical:	Working knowledge of core processing systems (Jack Henry CIF 20/20), loan & deposit platforms (LaserPro & OnBoard Deposits disclosures), and Microsoft 365.

Position Performance Standards:

Meet established revenue and quality standards and goals as established annually.

Successful exams and audits without significant findings.

Actively participate in a minimum of one community-focused organization annually.

Performance Weightings:

40% Competencies

60% Position Performance Standards and Personal Goals



Qualifications:

Bachelor's degree in related field or HS diploma/equivalent and commiserate work experience required. A minimum of 3-5 years in a leadership role in retail sales role at a bank. Proven success in meeting profitability goals. Experience leading successful teams a must.

Physical Demands and Work Environment:

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets and fax machines. The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires manual dexterity. While performing the duties of this Job, the Team Member is regularly required to sit or stand for extended periods of time.

I understand the requirements and essential functions and duties of this position.

Branch Manager

Date

SVP, Consumer Banking or Retail Sales Director

Date