

VeraBank
JOB DESCRIPTION

JOB TITLE: Enterprise AI Adoption Lead

DEPARTMENT:

SUPERVISOR: Head of Artificial Intelligence

FLSA STATUS: Exempt

DATE: July 28, 2026

JOB PURPOSE

The Enterprise AI Adoption Lead owns the connection between process, business ownership, adoption, and capacity realization — making sure AI investments solve the right problems, land in daily work, and produce evidence the Board can trust. This role is expected to help define how AI operates across the bank for years to come, working directly with executive leadership to influence enterprise strategy.

DUTIES AND RESPONSIBILITIES

- The Enterprise Systems & Process Repository, from the business and portfolio perspective.
- Use-case intake, validation, prioritization, and business-case development.
- Coordination of testing, training, communications, rollout, and business ownership.
- Tracking of adoption, operating KPIs, value, and capacity outcomes on every active use case.
- Translating automation results into workforce and growth decisions leadership can act on.

TECHNOLOGY STACK

Microsoft 365 Copilot
Power Automate
GitHub
Microsoft Azure AI
nCino
Q2

Copilot Studio
Power Platform
Replit
Salesforce
Horizon

CONTACTS

Daily contact with supervisor, co-workers, other bank departments and managers. Frequent contact with senior management and vendors. Occasional contact with auditors,

examiners, and suppliers.

SPECIFIC REQUIREMENTS

- 5 + yrs in operations, transformation, process improvement, product, or program leadership — banking a plus.
- A track record of driving adoption and measurable outcomes, not just launches.
- Fluency with process mapping, business cases, and KPI / value measurement.
- Strong executive communication; comfort with Microsoft 365 Copilot and modern automation concepts.

PHYSICAL REQUIREMENTS

Office or home office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment. Frequent use of computers and mobile devices is required. Occasional business travel may be required.

NOTICE

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee

Department/Division Manager

Date

Date