

Job Title: Risk Analyst

Department: Administration - Risk Management

FLSA Status: Exempt

Reports to: Chief Risk Officer (CRO)

Risk Analyst at Chain Bridge Bank, N.A.

The Risk Analyst supports Chain Bridge's risk management function by coordinating and executing key risk management activities under the direction of the Chief Risk Officer. The role is responsible for vendor risk management, model risk management, enterprise risk assessments, and the effective organization and administration of Board-level and management-level risk committees.

This position plays a critical role in ensuring that risk governance activities are completed on a timely basis, are aligned with approved committee charters and the Risk Appetite Statement, and meet applicable regulatory expectations of the Office of the Comptroller of the Currency ("OCC").

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. ("Chain Bridge" or the "Bank") is a nationally chartered bank regulated by the Office of the Comptroller of the Currency and a wholly owned subsidiary of Chain Bridge Bancorp, Inc., a Delaware corporation and registered bank holding company. Chain Bridge Bancorp, Inc.'s Class A common stock is listed on the New York Stock Exchange under the ticker symbol "CBNA."

The Bank provides commercial banking and trust and wealth management services to clients nationwide through a technology-enabled operating model. As a regulated financial institution, the Bank places a premium on accuracy, clarity, and disciplined execution in all public-facing systems and communications.

Key Responsibilities

Enterprise Risk Management Support

- Support the ongoing administration of the Company's and the Bank's risk management function, including risk identification, assessment, monitoring, and reporting across all material risk categories.
- Coordinate periodic risk assessments for business units, products, services, and new initiatives, ensuring consistency with the Risk Appetite Statement and risk management methodology.
- Track risk issues, mitigation plans, and follow-up actions to ensure timely resolution and escalation, as appropriate.
- Assist with regulatory examinations and internal audits by providing complete, well-organized evidence of model identification, validation, monitoring, and board-level oversight.

- Administer and maintain the Bank’s enterprise risk management system (NRisk), including user access coordination, risk and issue data integrity, workflow support, reporting accuracy, and ongoing system maintenance to ensure alignment with approved ERM processes and governance requirements.

Vendor (Third-Party) Risk Management

- Administer the vendor risk management program, including risk tiering, due diligence, ongoing monitoring, and issue tracking.
- Coordinate vendor risk assessments in accordance with applicable policies and regulatory guidance.
- Maintain documentation and reporting to support management oversight, Risk Committee and Enterprise Risk Management Committee reporting, and regulatory examinations.
- Serve as a key administrator of the Bank’s vendor (third-party) risk management program, recognizing vendor risk management as a critical component of the Bank’s overall risk governance framework.
- Maintain and administer the Bank’s vendor risk management systems, including the NContract and NVendor platforms, ensuring accuracy of vendor records, contract data, risk tiering, due diligence documentation, and ongoing monitoring results.
- Support lifecycle management of third-party relationships, including onboarding, contract renewals, periodic reviews, issue remediation tracking, and offboarding activities, in coordination with business owners and control functions.
- Prepare vendor risk reporting for management and committee oversight, and support regulatory examinations related to third-party risk management.

Model Risk Management

- Support administering the Bank’s Model Risk Management (“MRM”) framework, including proportional application based on model materiality and complexity.
- Maintain and update the centralized Model Inventory at least quarterly, ensuring accuracy of model purpose, ownership, risk tiering, validation status, assumptions, interdependencies, and approved use cases.
- Coordinate independent model validations and interim reviews in accordance with risk tier requirements, track validation findings, and monitor remediation progress through documented action plans.
- Support the model lifecycle from identification and classification through development, implementation, monitoring, change management, and retirement, ensuring all required documentation is complete, current, and audit ready.
- Assist Model Owners with annual model reviews and ongoing monitoring, including back-testing, benchmarking, assumption reviews, and documentation of overlays or management adjustments.
- Administer and maintain supporting MRM governance artifacts, including the Model Change Log, Validation Findings Log, Risk Classification Checklist, and Key Risk Indicator (KRI) reporting, escalating overdue validations or material issues to the CRO.

- Coordinate third-party model oversight in conjunction with Vendor Risk Management, ensuring external models meet transparency, independence, data integrity, and validation standards.
- Support governance over AI-based and generative tools, including maintenance of the AI Tool Register and Non-Model Determination Log, confirming that tools used for drafting or decision support remain subject to documented human review and approval prior to reliance.
- Prepare quarterly model risk reporting for senior management, the ERM Committee, and the Risk Committee, summarizing inventory changes, validation status, exceptions, remediation progress, and emerging model risk trends.

Risk Committee and Governance

- Organize and coordinate meetings of the Company's Risk Committee, including preparation of agendas, meeting materials, and minutes, in coordination with the Chief Risk Officer and Corporate Secretary.
- Organize and support meetings of the Bank's Enterprise Risk Management Committee ("ERM"), including tracking action items and ensuring follow-up.
- Monitor committee calendars and annual work plans to ensure all charter-mandated responsibilities are completed within the calendar year.
- Prepare, document, and maintain accurate and timely meeting minutes for the Company's Risk Committee and the Bank's Enterprise Risk Management Committee, ensuring consistency with governance standards and regulatory expectations.
- Coordinate committee meeting scheduling, calendar management, and annual work plans, including tracking attendance and completion of charter-mandated activities.

Reporting and Documentation

- Prepare and maintain risk reports, dashboards, and supporting materials for senior management and the Board.
- Ensure risk management documentation is complete, accurate, and consistent with approved policies, committee charters, and regulatory expectations.
- Support internal audits, regulatory examinations, and responses to examiner requests related to risk management activities.

Qualifications and Experience

Required

- 5–7+ years of experience in risk management, enterprise risk management, compliance, audit, or a related control function within a financial institution or regulated environment.
- Bachelor's degree required (finance, accounting, economics, business, or related field).
- Strong organizational skills with the ability to manage multiple deadlines and governance calendars.
- Ability to communicate complex risk concepts clearly and concisely in writing and verbally.
- High attention to detail and strong documentation discipline.

- Working knowledge of bank regulatory expectations, particularly OCC guidance related to risk governance and ERM.
- Strong interpersonal skills and the ability to work effectively across business lines and control functions.

Preferred

- Experience supporting Board or management-level committees and preparing governance materials preferred.
- Familiarity with vendor risk management and model risk management frameworks strongly preferred.
- Master's degree preferred.
- Professional certifications such as CRCM, CERP, FRM, CPA, CIA, or similar are a plus.

Compensation

Compensation will be commensurate with experience and qualifications. This role is eligible to participate in the Bank's annual incentive compensation plan, under which employees may earn a cash bonus based on the performance of the Company and the team, with an emphasis on financial results and risk management. Plan terms, eligibility, and payout amounts are determined at the sole discretion of the Bank and are subject to change. This is a hybrid position, with a requirement to be in the office at least three days per week in McLean, Virginia.

Benefits

Chain Bridge offers a professional benefits package consistent with a regulated banking environment, including:

- Competitive base salary
- Comprehensive health benefits (medical, dental, and vision)
- 401(k) retirement plan with employer contribution
- Paid time off, including vacation, holidays, and sick leave
- Annual incentive compensation plan
- Professional development opportunities relevant to the role and the Bank's operating environment

Compliance

It is understood that complying with all applicable safety and soundness and consumer compliance laws and regulations, taking the annually required consumer compliance courses, and adhering to the policies and procedures that facilitate compliance will all be factors considered when evaluating individual performance. Individual performance is rewarded in annual salary adjustments. Bank compliance with laws and regulations is a factor considered in the calculation of incentive compensation. The ratings that the Bank receives from its regulators and its auditors are factored into the annual incentive compensation calculation.

Your adherence to these laws and regulations and the policies and procedures that support them directly affect the Bank's compliance. Annual incentive compensation rewards team performance. An employee will not be eligible for incentive compensation unless he/she takes the consumer compliance courses required of all employees and all the required consumer compliance courses for his/her job description or job responsibilities by the end of each calendar year. All required consumer compliance courses for the applicable year will be outlined in the Compliance Management Program.

How to Apply

To apply, send a cover letter and resume in PDF format to hr@chainbridgebank.com. We look forward to reviewing your application and introducing you to our team at Chain Bridge Bank, N.A.

CHAIN BRIDGE BANK, N.A.

Member FDIC • Equal Housing Lender • Federal Reserve Member
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