



**Job Description  
Executive Director  
New York State Bar Association**

**POSITION SUMMARY**

The New York State Bar Association is a large, complex organization with many facets and constituencies in a rapidly changing profession. The Association must maximize value to its members and interact with the judicial, legislative and executive branches of government, other bar associations and law schools.

The Executive Director of the New York State Bar Association is the chief administrative officer, responsible for leading, managing and executing the affairs of the Association and implementing its policies to the overall benefit of the organization and its membership. The Executive Director will ensure that the daily activities of the Association are consistent with its strategic direction.

**EDUCATION and EXPERIENCE**

- A four-year baccalaureate degree from a recognized college or university is required; a law degree or education in administration, finance, and management is helpful.
- Business or association management experience of at least five years. A demonstrated record of successful senior management experience.

**KNOWLEDGE, SKILLS and ABILITIES**

- Knowledge of leadership and management principles as they relate to non-profit/volunteer organizations.
- Knowledge of current market challenges and opportunities relating to the mission of the Association.
- Knowledge of computer applications and social media, and the impact of technology on Association business.
- Skills in financial management, including budgeting and project management.
- Ability to establish and maintain positive working relationships and teamwork, both internally and externally.
- Ability to create new opportunities while understanding and anticipating the needs of our members and the public.
- Ability to encourage and appreciate input and feedback from staff and volunteers in furtherance of the Association's mission and goals.

- Ability to positively influence others to achieve results that are in the best interest of the Association.
- Ability to assess situations, determine strategies, set priorities and implement action plans to move the organization forward.
- Deep pride in the rule of law, legal profession, and the work of the staff of the New York State Bar Association.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

The Executive Director shall:

### ***Leadership***

- Understand the changes affecting the profession and how to position the Association to remain valuable to members, the public and the development of the law.
- Represent the Association at a national level with peer groups such as ABA, NABE, NCBP, ACLEA, ASAE and other professional groups related to the legal profession.
- Develop and communicate clear goals.
- Possess extensive decision-making skills and the ability to organize and manage collective decision-making processes.
- Develop and nurture leadership skills in the management and staff of the Association.
- Lead and manage with different and effective styles depending on the circumstances, entities and people involved.
- Demonstrate and understand the importance of the Association's recognition of the value of and commitment to diversity and inclusiveness in the workplace and the legal profession.
- Participate with leadership in developing a vision and strategic plan to guide the Association.

### ***Management***

- While executing the goals of the Association and providing excellent member services and maintaining financial stability, the Executive Director will manage in a manner designed to keep the New York State Bar Association a workplace valued by its staff, providing a culture where staff is supported, consulted and held accountable to the achievement of clearly defined results.
- Manage the effective interaction of the Association with the court system as well as the legislative and executive branches of state government.
- Recognize the complexities faced by staff with sometimes blurred volunteer and internal reporting lines.
- Be able to manage annual turnover at the senior volunteer level, keeping shifting leadership focused on long term as well as short term interests of the Association.
- Deftly navigate among Association sections and committees with worthwhile missions competing for limited resources.
- Be comfortable with evolving issues regarding technology, knowledge management and communities.

- Ensure effective and efficient day-to-day operations that meet the goals and objectives of the Association.

### ***Communication***

- Effectively represent and articulate the Association's mission and goals to internal and external audiences, and know which goals may be effectively delegated.
- Be the eyes and ears of the Association on many issues, such as developments affecting the practice of law and the legal profession, and listen for and communicate such issues to leadership and appropriate Association staff.
- Develop effective channels of communication and information distribution within the Association.

### ***Membership Development***

- Seek new opportunities for membership expansion through the development of robust recruitment strategies, effective marketing campaigns, and beneficial partnerships and business relationships.
- Ensure awareness of Association member benefits and services through a balanced and effective strategy aimed at target audiences.

### ***Finance and Administration***

- Ensure the fiscal integrity of the Association, including the submission of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the Association.
- Be responsible for fiscal management that includes operating in compliance with all applicable laws and within the approved budget, ensuring maximum resource utilization, and maintaining the Association in a positive financial position.
- Establish a positive, healthy, and safe environment in accordance with all legislation and regulation.
- Identify and evaluate the risks to the Association's staff, members, volunteers, property, and finances, and ensure measures are in place to control such risks.

## **SUPERVISION**

Approximately 125 employees