



NEW YORK STATE BAR ASSOCIATION



Job Description

Job Title: Associate Executive Director for Business Operations
Department: Executive
Location: One Elk Street
Reports to: Executive Director
Type of Position: <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Part Time <input type="checkbox"/> Non Exempt

ORGANIZATION DESCRIPTION

Established in 1876, the New York State Bar Association is the largest voluntary state bar association in the nation dedicated to enhancing legal education and professional development, facilitating the administration of justice, promoting reform in the law, applying its knowledge and experience for the public good, and promoting these objectives among other bar organizations in the state. Our members are located in each of the state's 62 counties, as well as other states and countries, and include private practitioners in firms of all sizes; attorneys in government service and corporate law departments; judges at local, state and federal levels; legal educators; and law students.

POSITION SUMMARY

The Associate Executive Director for Business Operations serves as the chief business officer and provides both operational and financial oversight in support of the Association's mission, vision and goals. The position directly assists the Executive Director in strategic planning and tactical matters as they relate to budget management, cost benefit analysis, and financial forecasting needs making a real impact on productivity and growth. The Associate Executive Director of Business Operations embraces new opportunities and thrives in a constantly evolving environment with a strong entrepreneurial spirit. The position also ensures the daily optimization of various business operations including Technology and Facilities management.

MAJOR RESPONSIBILITIES

1. In partnership with the Executive Director, ensures programmatic success through cost analysis support, strategic planning and forecasting, assessment of Association needs, and allocation of resources using a big-picture approach focused on finding solutions and creating results.

2. Provides leadership for all fiscal activities for the Association to ensure budget development and compliance, implementation of adequate financial controls, and sound financial reporting.
3. Evaluates affinity program opportunities on behalf of the Association.
4. Analyzes the current technology and financial infrastructure and determines the next level of information technology and financial systems that support the growth of the Association overall.
5. Leads a collaborative process to evaluate, implement, and monitor quality assurance systems including establishing goals and objectives to ensure the highest quality of products and services, determining efficient processes and procedures to achieve those goals, and ensuring deliverables meet the standards set using the best business practices in support of the Association's mission, vision and goals.
6. Evaluates, implements, and monitors the Association's internal workflow processes for optimal efficiency and effectiveness, and develops standard operating procedures.
7. Manages staff allocated to operational departments, including hiring, training, fostering positive employee relations, providing performance feedback, and applying discipline when appropriate.
8. Builds a cohesive staff team to provide operational support to the Association, including professional development, ongoing performance feedback, best practices to ensure a positive work environment focusing on innovation, and outstanding performance and results.
9. Oversees maintenance and facilities operations.
10. Supports NYSBA leadership and the Executive Director by effectively executing all policies, decisions and initiatives.
11. Functions as a key member of the senior management team collaborating on all matters related to the operations, activities, and policies of the Association.
12. Provides timely reports and updates of all conditions and business operations to NYSBA leadership and the Executive Director as required

EDUCATIONAL REQUIREMENTS

A Bachelor degree in Business is required. A Master of Business Administration, CPA, or equivalent is required.

EXPERIENCE

Seven or more years of experience in a senior management role with audit and financial management experience is required. Significant familiarity with non-profit management including non-profit finance and accounting regulations, and information technology is required.

SKILLS AND ABILITIES

1. Innovation
 - Demonstrated long-range planning and strategic leadership abilities.
 - Ability to think strategically, maneuver obstacles, anticipate future consequences and trends and incorporate them into the business plan.
 - Eagerness to create opportunities and take appropriate risk.
2. Communication and Interpersonal Skills

- Ability to compose and deliver effective communications both verbal and written.
 - Demonstrated experience in human resource management with the ability to supervise and train staff creating an environment where innovation and empowerment are highlighted.
 - Ability to delegate and support staff.
3. Technology
- Proficiency in the Microsoft suite of Office applications and financial software programs.
 - Demonstrated understanding of internet based technologies, e-commerce, content management systems, and use of databases.
4. Business Acumen
- Results-proven track record of exceeding goals and a bottom-line orientation.
 - Evidence of the ability to consistently make good decisions through a combination of analysis, experience, and judgment.
 - Successful track record of profit and loss management.
 - Ability to balance the delivery of programs and services against the realities of a budget.

The New York State Bar Association is an equal opportunity employer and is committed to ensuring a bias-free work environment for all of its employees. The Association therefore prohibits and will not tolerate any form of unlawful discrimination or harassment of Association employees based on race, color, religion, national origin, sex, sexual orientation, age, disability, veteran status, marital status, or the exercising of rights under the Family and Medical Leave Act (FMLA) and any other unlawful considerations by any employee, officer, or member, and by all agents, contractors, or suppliers who do business with the Association.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.

DATE: June 2014