

ALABAMA STATE BAR EXECUTIVE DIRECTOR

About the Bar:

The Alabama State Bar (ASB) is the regulatory authority for the legal profession in Alabama with over 18,000 attorney members and approximately 35 employees. The Board of Bar Commissioners (BBC) is the governing and policy-making body of the ASB. The Executive Director is hired by and reports to the BBC. The ASB is dedicated to promoting the professional responsibility and competence of its members, improving the administration of justice and increasing the public understanding of and respect for the law.

Job Description:

The executive director is responsible for leading, managing and executing the affairs of the ASB in accordance with statutory and regulatory authority, ASB policies and procedures, and the directive of the BBC, as well as ensuring that the ASB's activities are in keeping with its strategic direction. The executive director provides leadership, vision and oversight for the ASB.

Features:

The position offers a number of unique features and opportunities. The Executive Director will be leading an experienced and accomplished staff of qualified professionals. He / She will develop working relationships with attorneys, judges and elected officials. The position provides the opportunity to be published regularly to over 18,000 readers as well as offering frequent speaking opportunities. The Executive Director also will work with other bar executives across the country. The position offers an attractive compensation and benefits package.

Qualifications:

A college degree is required. Preferred applicants will possess a combination of relevant financial, governmental, legal and human resources experience. Applicants should also possess organizational skills including issue management, strategic planning, budgeting and financial oversight and be able to communicate effectively. Other qualifications include an understanding of technology, social media and the impact of both on the legal profession and an ability to establish and maintain positive working relationships and teamwork, both internally and externally. If hired, successful applicant must be willing to relocate to Alabama.

Primary Duties and Responsibilities:

The executive director will work closely with ASB leadership to assist them in formulating, implementing, and managing special projects and initiatives. Ensure that competent and qualified staff are in place to carry out the mission, functions and duties of the ASB. Ensure that all levels of the ASB staff consistently produce high quality work product while routinely seeking to improve the processes, programs and efforts of the ASB. Work with ASB General Counsel and other designated staff to execute legal documents. Maintain the ongoing fiscal integrity of the ASB. Demonstrate a recognition of the value of, commitment to and intention about diversity,

equity and inclusiveness in the workplace and the legal profession. Oversee ASB leaders and staff in developing appropriate contact and communication with members, media and community. Manage the effective interaction of the ASB with the judicial, legislative and executive branches of state government, other bar associations and law schools. Serve as a representative of the ASB with peer groups and other professional groups related to the legal profession. Maintain knowledge of emerging issues impacting the mission and goals of the ASB, such as the evolution of the profession and the practice of law, best practices in legal organizations as well as current and future challenges impacting the ASB and its members and systematically communicate such knowledge to leadership and ASB staff. All other duties and activities as directed by the BBC.

Travel:

Occasional travel, both within and outside the state of Alabama, will be required.

Application Process:

All cover letters, resumes, and references should be emailed to Janet Eyster at Janet@onboardsearch.com No telephone calls please.

Cover letters and resumes should include a list and short description of representative projects demonstrating the applicant's executive and management experience or other preferred qualifications. All inquiries are strictly confidential.

Application Deadline: January 15, 2021