

BIRMINGHAM BAR ASSOCIATION
POSITION DESCRIPTION

JOB TITLE: Executive Director

POSITION NO: 01

CATEGORY: Exempt

REPORTS TO: BBA Executive Committee

SUPERVISES: All BBA staff; At present, CLE Administrator and Lawyer Referral Service Director/Receptionist

SUMMARY: The Executive Director is the chief operating officer and active managing executive for the Association, serving as a full-time compensated exempt employee of the Association under the supervision and authority of the BBA Executive Committee

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Regularly interfaces with Association officers, members, building tenants, vendors and the public on a wide range of Association matters;
- Assures that the Executive Committee and staff are kept fully informed of the conditions and operations of the Bar Association on all important factors that influence them;
- Ensures maintenance and preservation of Association records, archives, and Executive Committee meeting minutes;
- Responsible for supervising fiscal and budgetary matters including budget preparation, accounting, financial reporting, investment, audit and long range planning;
- Procures an annual audit of the financial status and operations of the Association by an independent certified public accountant and causes such audit to be submitted to the membership;
- Assures the development and effective administration of specific policies and programs to implement general policies as established by the Executive Committee;

- Supervises, manages and administers all staff personnel activities, including hiring, assignment, training, promotion, compensation and termination of Bar association employees;
- Acts as Bar Center building superintendent, responsible for managing and authorizing all building maintenance pursuant to building lease agreement, and serves as project manager on Bar Center build-out, remodel or other building improvements.
- Executes such contracts and commitments as may be authorized by the Executive Committee or established policies;
- Devotes full time to those various duties, which duties shall include cooperating with, working with and aiding sections and committees of the Association, and affiliated entities to include the Birmingham Bar Foundation and the Birmingham Bar Volunteer Lawyers Program;
- Liaises with publisher of quarterly magazine, the Bar Bulletin, and the Bar Bulletin Committee, to obtain editorial content for the publication; Manages entire process of collecting and editing content, and works with magazine designer to produce finished product (4X/Yr.);
- Promotes interest and active participation in bar association activities among the membership;
- Maintains relationships with other associations, industry, government, public service organizations and vendors as necessary to promote the best interest of the Association;
- Maintains accurate rosters of regular, associate, law student, honorary, committee, section, and other members of the associations, and identifies projects and programs to increase membership;
- Identifies and implements projects and programs to increase non-dues revenue for the Association;
- Oversees volunteers and staff in developing appropriate contact and communications with members, the media, and the community; Responds to inquiries from the media or refers as appropriate;

POSITION REQUIREMENTS

Excellent verbal and written communications skills, and the ability to work effectively with people at all levels; Computer skills with a working knowledge of Microsoft, Excel, Outlook and accounting software required; Executive supervisory and management experience (in a non-profit setting preferred;) Graduate-level degree a plus (J.D. preferred;) Exceptional leadership,

consensus-building and team-building skills; Broad understanding of non-profit membership organizations; Strong organizational skills and ability to multi-task; Adept at the use and implementation of evolving technology for the benefit of the organization and its membership; Entrepreneurial spirit and facility management experience a plus.

POSITION BENEFITS

The Birmingham Bar Association is an Equal Opportunity employer and does not discriminate on the basis of any federally-recognized class. It offers a competitive salary commensurate with experience, a generous leave package and 401k retirement benefits.