



EXECUTIVE DIRECTOR
Bar Association of Erie County
Buffalo, NY

The [Bar Association of Erie County](#) (“Association”) is seeking a new Executive Director. Serving the needs of legal professionals throughout the [Buffalo, NY](#) area, the Association strives to provide innovative programming that attracts and retains members, provide high quality continuing legal education, and advance the legal profession.

Organized in 1887, the Association has been committed to improving the quality and accessibility of justice; promoting respect for and understanding of the law; enhancing professional growth, fulfillment, excellence, collegiality and diversity among its members; and serving as the voice of the law profession.

SUMMARY DESCRIPTION:

The Executive Director is the key management leader of the Association, a 3,700 member organization with an annual budget of approximately \$1 million and a dedicated staff of 11. The Executive Director is responsible for overseeing the administration, programs and planning of the organization. Other key duties include marketing and outreach across the legal community and into the general community. The position reports directly to the Board of Directors.

This person also serves as the Executive Director of the [Erie County Bar Foundation](#) (“Foundation”), which generates annual revenue of approximately \$300,000. The Foundation provides confidential assistance to attorneys who are troubled by emotional illness, financial hardship, alcohol and drug dependencies, and similar difficulties.

In addition, this person also serves as the Executive Director of the [Erie Institute of Law](#) (“EIL”), which undertakes programming and generates approximately \$250,000 in annual revenue.

GENERAL RESPONSIBILITIES:

Financial Performance and Viability

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of the Association, Foundation, and EIL, which includes providing the Boards with proposed annual budgets and at least quarterly financial statements, which accurately reflect the financial condition of the organizations.
- Identifies and develops additional revenue streams and programming opportunities.
- Responsible for fiscal management that anticipates operating within the approved budgets, ensures maximum resource utilization, and maintenance of the organizations in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the missions of the Association, Foundation, and EIL.

Membership Development

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

Communication

- Effectively represents and articulates the Association's mission and goals to internal and external audiences, and knows which goals may be effectively delegated.
- Monitors developments affecting the practice of law and the legal profession and communicates such issues to leadership and appropriate Association staff.
- Develops effective channels of communication and information distribution within the Association, including effective use of social media and other technology.

Board Governance, Organization Mission and Strategy

- Responsible for working with the Association and EIL in a manner that supports the missions of the organizations as defined by the Association Board of Directors.

- Responsible for working with the Foundation in a manner that supports the organization's mission as defined by the Foundation Board of Directors.
- Responsible for communicating effectively with the Association and Foundation Boards and providing, in a timely and accurate manner, all information necessary for the Boards to function properly and to make informed decisions.
- Responsible for planning to ensure that Association, Foundation, and EIL can successfully fulfill their missions into the future.
- Responsible for the enhancement of Association, Foundation, and EIL's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations

- Oversees, allocates and implements resources to ensure that the operations of the Association, Foundation and EIL are appropriate.
- Responsible for effective administration of Association, Foundation, and EIL operations.
- Responsible for recruiting, hiring, training and retaining competent, qualified staff.

PROFESSIONAL QUALIFICATIONS:

- A four-year baccalaureate degree from a recognized college or university is required; a law degree or education in administration, finance or management is helpful.
- Business, not-for-profit, professional association management or senior management experience preferred.
- Familiarity with the legal profession and the issues facing the profession.
- Strong marketing skills with demonstrated success in membership building.

ACTUAL JOB RESPONSIBILITIES:

1. Establishes employment and administrative policies and procedures for all functions and for the day-to-day operation of the Association, and develops specific programs to implement the policies established by the respective Boards.
2. Works effectively with the respective Boards of Directors to fulfill their goals and objectives.
3. Prepares meeting agendas with the Presidents of the Association and Foundation.

4. Attends all meetings of the Boards of Directors, records and maintains meeting records and conducts official correspondence on behalf of the Board as needed.
5. Keeps officers and directors informed on the condition of the offices and all factors influencing them.
6. Provides input/information on proposed programs/policies/directives.
7. Develops and ensures financial management and sound control practices.
8. Develops sufficient resources to secure the financial health of the organization.
9. Develops proposed annual budgets and quarterly financial statements which accurately reflect the financial condition of the organizations.
10. Recruits, hires, trains, supervises and retains competent staff to ensure the viability of the Association and Foundation.
11. Defines staff duties, performance standards and maintains competitive salary/benefits package. Responsible for staff promotions and terminations.
12. Develops annual staff salary review for the Association's Audit & Finance Committee with recommendations for staff salary increases.
13. Identifies risks to the organizations, their respective property, finances, goodwill and image and implements measures to control risks. Ensures that the Association carries adequate insurance coverage for the organizations and Boards of Directors
14. Establishes good working relationships and collaborative arrangements with organizations within and outside the legal community.
15. Oversees the EIL to ensure that educational programs are produced to enhance and advance members' skills and educational needs.
16. Develops programs to enhance membership recruitment and retention, evaluates and reports on results, and recommends policies to achieve membership goals.
17. Works closely with the Lawyers Helping Lawyers committee to further its goals and preserve its need for confidentiality.
18. The Executive Director is the Administrator of the 8th Judicial District Attorney/Client Fee Dispute Arbitration program.
19. Oversees the work of the Committee on Grievances.
20. Ensures the preservation of historical records.
21. Other duties as assigned by the Boards of Directors of the Association, Foundation or by the EIL.

ABOUT BUFFALO and ERIE COUNTY:

Buffalo has been recognized as one of the top places to live in the United States. It is recognized both for its affordable housing and better than average cost of living. Approximately 1.1 million people call the Buffalo metropolitan area home. This region is situated on the shore of Lake Erie. Known for its vast selection of family-oriented activities and attractions including outdoor activities such as kayaking, hiking in nearby Chestnut Ridge, the Allegheny National Forest or Letchworth State Park, and golfing or skiing in the southern tier. Buffalo hosts many festivals throughout the year including the Allentown Art Festival, the Elmwood Art Festival and the Taste of Buffalo. There is an opportunity to listen to music or enjoy food truck socials almost every day of the week throughout the summer.

As the second largest metropolitan area in New York State, Buffalo has two professional sports teams: the Buffalo Bills and Buffalo Sabres. It is known for its turn of the century architecture, including the work of Frank Lloyd Wright, Henry Hobson Richardson, E.B. Green and Frederick Law Olmsted. Buffalo also hosts a professional philharmonic, the BPO, and a world-class art gallery, the Albright Knox. Buffalo also has a vibrant theater district with many venues including Shea's Performing Arts Center. The theater community kicks off its season each fall with its "Curtin Up" celebration.

Conveniently located, Buffalo is 20 minutes from Niagara Falls and 2 hours from Toronto.

COMPENSATION:

Salary commensurate with experience and other qualifications. Quality benefits package includes health care and PTO.

TO APPLY:

Email a résumé and cover letter in .pdf or .doc format on or before September 22, 2017 to:

BAECsearch@gmail.com