

**JOB TITLE: EXECUTIVE DIRECTOR**

**CLASSIFICATION:** EXEMPT  
**STATUS:** FULL-TIME  
**DEPARTMENT:** EXECUTIVE  
**REPORTS TO:** BOARD OF DIRECTORS

**Current as of:**

**POSITION SUMMARY**

The Executive Director serves as the Chief Staff Executive of the Association and the Corporate Secretary to the Board of Directors and the Association. In these capacities, the Executive Director recommends and participates in the development of plans and programs and in formulating policy; conceptualizes the Association's entry into new areas of endeavor and prepares working documents for the use of the Board of Directors; implements the mission, goals and policies; provides support and direction to the Board of Directors, the Section & Division Chairs and the Circuit Vice Presidents; oversees Chapter relations, support and outreach; and supervises the Association's day to day operations. The Executive Director also serves in the role of a chief operating officer and the chief financial officer of the Association and the principal contact with the Association's General Counsel and Government Relations Counsel. Additionally, the Executive Director organizes, directs, coordinates and has full authority over the administration of the National Office of the Association, including staff organization and delegation of individual responsibilities.

**MAJOR DUTIES AND RESPONSIBILITIES**

**MEMBERSHIP**

The Executive Director is responsible for ensuring that the Association serves the needs and interests of the Federal Bar Association membership pursuant to the FBA Mission Statement, Vision, and the Association's Constitution and Bylaws and as directed by the Board of Directors, which is the primary policy-setting body of the Association.

The Executive Director ensures that the programs, activities, and services of the Association directly benefit the members and their professional well-being. To this end, the Executive Director is responsible for the growth of the organization and for identifying members' needs, issues, and opportunities for developing appropriate programs and ensuring that necessary resources are available and utilized for such programs.

**BOARD OF DIRECTORS**

The Executive Director assists the Board in fulfilling its responsibility to set policy for the Association and to carry on its business by managing and being responsible for:

- the forecast of conditions, assessment of member needs, and allocation of resources;
- the articulation of the vision of the Association and its mission;
- the setting of annual and longer term strategic goals; strategies of activities and programs to achieve these goals; objectives by which progress toward the goals will be measured; and annual and longer range budgets and forecast of the necessary resources;
- the provision of information and recommendations for deciding public policy decisions; the maintenance of records of policy positions; the evaluation and reconsideration of positions taken; and the oversight of all lobbying efforts by the Association.
- the fulfillment and compliance with all applicable laws and legal requirements; and
- the financial matters of the Association and risk management for the Association.

## NATIONAL OFFICERS

The Executive Director assists the national officers individually and as a group in fulfilling their responsibilities by:

- ensuring that the national officers are kept informed of matters and developments that warrant their attention;
- identifying issues and policies that need national officer action before the next Board meeting and reducing the available information to reasonable options;
- serving as the main point of contact between the staff and the national officers;
- keeping the national officers informed of FBA's positions and opportunities to deliver public messages in support of them;
- ensuring that the national officers have the assistance they need to fulfill their individual responsibilities under the FBA Constitution and Bylaws.

## PRESIDENT

The Executive Director as chief staff officer assists the President in fulfillment of responsibilities as president and presiding officer, including:

- preparation of agendas and reports of meetings of the National Officers, Board of Directors, and National Council;
- appointments, meetings, and reports of committee and task force chairs;
- serving as spokesperson for the Association;
- achievement of the President's specific initiatives through FBA programs and activities that are part of the annual goals, objectives, and budget.

## SECTIONS & DIVISIONS, CIRCUIT VICE PRESIDENTS AND CHAPTERS

The Executive Director provides support, direction and assistance to the Sections & Divisions Chair and Vice Chair and the Circuit Vice Presidents and to the Sections & Divisions and Chapters they respectively assist.

## STAFF

The Executive Director is responsible for the supervision, hiring, firing, effectiveness, and evaluation of the FBA staff. The Executive Director is the main point of contact from the staff to the FBA leadership. The Executive Director is responsible for compliance with the personnel handbook and policies adopted by the Board of Directors.

## GOVERNMENT

At the President's discretion, the Executive Director is FBA's spokesperson to the various branches of government, including federal agencies, and is responsible for assisting the National Officers and the Board of Directors in achieving FBA goals and fulfilling FBA policies in connection with the government.

## NEWS MEDIA

At the President's discretion, the Executive Director is the FBA's spokesperson to the news media. The Executive Director is responsible for ensuring that the public, through the news media, is informed of the facts and the effects of conditions and policies that have a bearing on the interests of FBA members, both public and private, and the clients and others they serve.

## OTHER ORGANIZATIONS AND ENTITIES

With the President, the Executive Director is the Association's chief spokesperson and point of contact to other organizations and entities. The Executive Director is responsible for ensuring that relations with other

organizations and entities are consistent with and advance the interests of FBA, its members, their clients, and the public.

#### **OTHER AFFILIATED ORGANIZATIONS**

The Executive Director works closely with the leadership of all FBA affiliated organizations, and provides administrative staff support to these entities.

#### **QUALIFICATIONS**

Education: Four year university degree at a minimum; advanced degree desirable.

Skills: Strong leadership, management, and communications skills. Ability to work effectively with diverse groups both internally and externally. Ability to identify, analyze, and evaluate situations, issues, and opportunities important to the legal profession, our members, and the Association. Ability to think proactively and creatively. Ability to manage and grow the resources of the Association.

Type Experience: Experience as an executive level manager in either a non-profit association or a related business. Experience with budgeting, fiscal planning, and strategic thinking. Experience in working with volunteers, boards, and committees. Experience in outreach and public affairs is desirable. Experience in the use of technology and social media a plus.

Years Experience: Minimum of seven years as an executive-level manager or comparable experience.

#### **WORK DIRECTION**

The Executive Director works independent of direct supervision, but reports to the President and the Board of Directors of the Association.