

**MOBILE BAR ASSOCIATION**  
**Position Description**

**JOB TITLE:** Executive Director, Mobile Bar Association and Mobile Bar Association Foundation

**REPORTS TO:** Mobile Bar Association President/Executive Committee and Mobile Bar Association Foundation Chairperson

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

**It is the responsibility of the Executive Director to:**

1. Assist the President and other officers in the operation of the Association.
2. Carry out the policies set by the Executive Committee.
3. Maintain the financial books of the Association including:
  - a. paying all bills;
  - b. managing members' accounts (dues, social functions, luncheon meetings, etc.);
  - c. depositing all cash receipts, maintaining investments;
  - d. preparing any payroll and payroll taxes;
  - e. preparing additional Association taxes;
  - f. preparing monthly treasurer's report; and
  - g. managing the Association's checkbook, financial journal and general ledger, in preparation for audit by an independent CPA.
4. Maintain relationships with other associations, industry, government, public service organizations, and vendors as necessary to promote the best interests of the Association.
5. Liaise with publisher of Monthly Bar Bulletin and the Bar Bulletin Committee, to obtain editorial content for the publication; manage entire process of collecting and editing content; and work with the editor to produce the finished product. Write an article from the Director for each month's publication.
6. Provide support staff for committees and sections as appropriate to assist with scheduling meetings and mailing notices; attend meetings as requested.
7. Prepare, with the input of the President, an agenda for the MBA Executive Committee meetings; ensure each member of the Executive Committee is adequately supplied with preparatory material for the meetings; attend the meetings; take minutes; and implement any and all programs and projects set by the Executive Committee. Supply each member of the Executive Committee with a calendar of events for the upcoming year, a copy of the by-laws, and other pertinent informative material on an annual basis.
8. Handle the administrative planning for all social functions, including meetings of members, dinners, dances, sports activities, etc.; attend as appropriate to handle the finances, check-ins, and any issues that may arise.
9. Maintain liaison with related organizations such as SAVLP Coordinators, etc., and assist them with administrative tasks when appropriate.
10. Organize and maintain an on-going media relations program, including preparation of news releases, and organizing news conferences for the President or other officers when necessary.
11. Act as the contact person or liaison between the Bar Association and others, including the Bench, the press, other civic and political organizations, the State Bar, and the general public.
12. Assist the Foundation President and other officers in the operation of the Foundation.

13. Carry out the policies set by the Foundation Board of Directors.
14. Maintain the financial books of the Foundation including:
  - a. paying all bills;
  - b. managing the grant request process and disbursement of grant awards;
  - c. depositing all cash receipts, maintaining investments; and
  - d. managing the Foundation's checkbook, financial journal and general ledger, in preparation for audit by an independent CPA.
15. Implement and manage fundraising campaigns as appropriate.

The Executive Director is the visible representative of the Association and Foundation. He or she should be knowledgeable about the organizations, and able to answer any questions addressed to the Association or Foundation, or to assist the questioner in getting the answer. This person may be the first contact many people have with the legal profession, and instantly creates an impression. The Executive Director must have the ability to deal competently with attorneys and judges, and willingly assume responsibilities as determined by the Executive Committees of both the Association and the Foundation. The Executive Director must be receptive to the needs and requests of the Officers and the members.

### **POSITION REQUIREMENTS**

Excellent verbal and written communications skills  
Ability to work effectively with people at all levels  
Computer skills: proficient in Microsoft, Access, Excel, Outlook, Word and QuickBooks  
Executive supervisory and management experience (in a non-profit setting a plus)  
Graduate-level degree a plus  
Exceptional leadership, consensus-building and team-building skills  
Strong organizational skills, time management and ability to multi-task  
Adept at the use and implementation of evolving  
Entrepreneurial spirit and facility management experience a plus

The position regularly requires irregular hours and often more than 40 hours per week to perform essential duties.

### **NOTE**

This position description represents general duties and is not intended to list every specific function of this position.

### **POSITION BENEFITS**

The Mobile Bar Association is an Equal Opportunity employer and does not discriminate on the basis of any federally-recognized class. It offers competitive salary commensurate with experience, individual health insurance, paid vacation and parking.

Applicants should send a letter of interest, the attached application, and a resume with salary expectations by Friday, August 31, 2018 to: [MobilebarED@wa-workplace.com](mailto:MobilebarED@wa-workplace.com)

## EMPLOYMENT APPLICATION

*It is a policy of the Mobile Bar Association (MBA) to provide equal employment opportunities to all applicants and employees regardless of any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.*

### APPLICANT INFORMATION • RETURN WITH COVER LETTER, RESUME & REFERENCES

(print clearly)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Years at this address: \_\_\_\_\_ Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you available to work after regular business hours? \_\_\_\_\_ Yes \_\_\_\_\_ No

If offered employment, when can you begin? \_\_\_\_\_

Are you legally eligible for employment in the United States \_\_\_\_\_ Yes \_\_\_\_\_ No

### CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences immediate termination.

I authorize the Mobile Bar Association to contact former employers and educational institutions regarding my employment and education.

I authorize my former employers and educational institutions to fully and freely communicate information regarding my previous employment, attendance and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment, education and character.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date