

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 advancing the legal profession.

### **Duties**

Reporting to the Board of Directors, 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, and represents the BAEC locally, regionally and nationally. This person also serves as the Executive Director of the Erie County Bar Foundation (“Foundation”) and the Erie Institute of Law (“EIL”).

Qualifications of a successful candidate should include:

- 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 of the legal profession and the issues facing the profession.
- Strong marketing skills with demonstrated success in membership building.

Salary and benefits commensurate with experience.

### **To Apply:**

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

BAECsearch@gmail.com

A full description of the position can be accessed at [www.BAEC.org](http://www.BAEC.org)