

EVANSVILLE BAR ASSOCIATION and EVANSVILLE BAR FOUNDATION

Job Title: Executive Director	Location: Evansville, IN
Reports To: Evansville Bar Association Board of Directors/Evansville Bar Foundation Board of Directors	Pay Basis: Salary

Enhance. Cultivate. Promote.

The Evansville Bar Association (EBA) and the Evansville Bar Foundation (EBF) are seeking a dynamic, collaborative, and highly organized leader to serve as our next Executive Director.

This is a unique opportunity to shape the future of one of Indiana's most respected legal organizations while working alongside attorneys, judges, legal professionals, civic leaders, and volunteers who are committed to strengthening the legal profession and serving our community.

Reporting directly to the Boards of Directors of both the EBA and EBF, the Executive Director serves as the chief administrative officer for both organizations. This position provides strategic leadership, oversees daily operations, manages staff and resources, develops and implements programs, supports member engagement, and helps advance the missions of both organizations.

If you enjoy building relationships, solving problems, organizing meaningful events, and making a lasting impact, this is an exceptional opportunity.

What You'll Do

The Executive Director oversees virtually every aspect of the Association and Foundation's operations. While the Executive Director is ultimately responsible for these functions, many of the day-to-day responsibilities may be delegated to supervised support staff. Key responsibilities include:

- Provide strategic leadership and administrative management for both organizations.
- Create a welcoming, inclusive, and engaging experience for attorneys, judges, legal professionals, law students, and members of the public.
- Partner with the Boards of Directors to implement organizational priorities and long-range goals.
- Manage day-to-day operations, finances, budgets, office administration, and organizational resources.
- Hire, supervise, and support office staff.
- Plan, coordinate, and execute educational programs, continuing legal education (CLE) seminars, networking events, and signature Association programs involving legal professionals, area students, and other members of the community.
- Support the work of committees, sections, and volunteer leaders by coordinating meetings, preparing agendas and minutes, and assisting with project planning and implementation.

- Lead communications, including newsletters, website content, press releases, member correspondence, and social media.
- Manage membership services, records, recruitment, and retention initiatives.
- Oversee fundraising efforts for the Evansville Bar Foundation, including annual campaigns, sponsorships, donor stewardship, and special events.
- Develop and maintain relationships with courts, community organizations, law schools, bar associations, sponsors, and other stakeholders.
- Oversee bookkeeping, billing, technology, office operations, and vendor relationships.
- Administer programs including the Lawyer Referral Service and Employment Services Program.
- Serve as the primary point of contact for members, media, the public, and community partners.

We're Looking For Someone Who

The ideal candidate is a relationship builder, communicator, and organizer who enjoys balancing strategic leadership with hands-on execution.

Successful candidates will demonstrate many of the following qualities:

- Excellent leadership and interpersonal skills
- Strong written and verbal communication abilities
- Exceptional organizational and project management skills
- Ability to manage multiple priorities and deadlines simultaneously
- Experience managing budgets and organizational finances
- Event planning and program management experience
- Fundraising, sponsorship, or nonprofit management experience is a plus
- Comfort working independently while collaborating with volunteer leadership
- Strong technology skills, including website and database management
- A passion for serving the legal profession and the Evansville community
- Experience with Canva, QuickBooks, Microsoft Office, website content management, or similar administrative and communications tools is preferred but not required.

Working Environment

This position is based in a professional office environment with frequent interaction with attorneys, judges, legal professionals, law students, community leaders, and members of the public.

Because the Executive Director serves as the public face of both organizations, the position requires sound judgment, professionalism, and flexibility. Evening meetings and events are a regular part of the role, and occasional travel is required.

Why This Role Matters

The Executive Director has the opportunity to make a lasting impact on the legal profession in Southwest Indiana. Through educational programming, community outreach, leadership development, and member engagement, this position helps shape the future of the Evansville legal community while working alongside dedicated volunteers and respected leaders throughout the region.

If you are an energetic leader who enjoys bringing people together, building relationships, and creating meaningful experiences, we encourage you to apply.

Benefits and Compensation

The Executive Director position offers a competitive compensation and benefits with a salary range of \$60,000-\$65,000 annually and a Simple IRA with 3% match. Salary will be determined based on the candidate's qualifications and relevant professional experience.

How To Apply

If you are ready to bring your leadership, creativity, and passion for service to this role, we invite you to apply. Please submit a cover letter and resume ***via email*** to:

The Executive Director Search Taskforce
Attention: J. Beau Dial at beau.dial@dentons.com
AND Laura Scott at lscott@fsolegal.com.

Deadline to apply: Friday, August 21, 2026 at Noon.