

Founded in 1926, the San Fernando Valley Bar Association is one of the premier local bar associations in California, with more than 2,000 members.

## **JOB SUMMARY**

The Executive Director is the chief administrative officer of the SFVBA and has direct charge of all administrative and staff operations. The Executive Director is hired by and serves at the pleasure of the Board of Trustees. The Executive Director reports to the Executive Committee of the Board of Trustees and recommends and participates in formulation of SFVBA goals, objectives, and policies. The Executive Director serves as an ex officio member of the Board, the Executive Committee, and all committees and sections of the SFVBA.

## **ESSENTIAL RESPONSIBILITIES**

The Executive Director manages the day-to-day operations of the SFVBA, including, but not limited to, the following duties:

- Ensure the achievement of SFVBA objectives thorough the selection, development, motivation, and evaluation of SFVBA personnel and compensation
  - Direct staff of seven in planning and administering membership meetings, special events, and public service programs
  - Process semimonthly payroll and ensure SFVBA compliance with California employment law
- Assure the sound fiscal operation of the SFVBA, trying to employ economy while maintaining an acceptable level of quality
  - Develop and maintain an approximate \$1M budget; oversee the authorized and proper expenditure of funds; supervise the maintenance of financial records; and assure that all funds and physical assets are appropriately administered and safeguarded
  - Ensure annual filings mandated by the federal, state, and local governments and taxing authorities
  - Coordinate biannual audit with outside CPA firm
  - Maintain contractual relationships with consultants, independent contractors, and vendors
  - Maintain membership records of Association and supervise annual dues billing
- Foster a smoothly functioning and efficient organization
  - Resolve disruptions effectively and timely
  - Oversee the management of Bar facilities and liaison with vendors, building management and landlord
  - Monitor maintenance and recommend periodic upgrades to capital equipment and communication systems, and implement changes as required

- Encourage the integration of the SFVBA within the legal and Valley community by implementing an effective communication and public relations program
  - Oversee and ensure quality control of *Valley Lawyer* magazine, sfvba.org website, email marketing and social media campaign, and all public electronic and print communications
  - Serve as Publisher of monthly magazine, *Valley Lawyer*, including reviewing each issue for contextual, grammatical, and typographical errors; writing monthly Executive Director column; providing feedback to graphic artist re design and layout; and coordinating, soliciting and billing advertisements
  - Maintain mutually beneficial relationships with representatives of the legal services community, legislative and government agencies, and business community
- Collaborate with the Board to meet the needs of SFVBA members and the public
  - Coordinate and attend monthly Board of Trustees and bimonthly Executive Committee meetings; draft agendas; prepare and collect reports; and distribute materials in advance of meetings
  - Serve as liaison the Nominating Committee, identify potential Board members, publish Election pamphlet, and manage annual Board of Trustees Election
  - Recommend and implement long-range plans
  - Preserve the minutes and other records of the SFVBA in accordance with Board established policy
  - Prepare policies, positions, resolutions and statements for approval by the Board and Executive Committee
  - Assure that the Board and Executive Committee are fully informed of the operations of the SFVBA and of all important factors affecting the SFVBA
  - Provide consultation, support and assistance to the SFVBA President in the fulfillment of his/her duties, such as preparing agendas, representing the SFVBA at official meetings, and in any other way that facilitates effective leadership during the term of office
- Foster relationship with judiciary and serve as liaison to the Bench-Bar Committee and coordinates bimonthly meetings between Bench and Bar Leaders

### **KNOWLEDGE, SKILLS AND PHYSICAL DEMANDS**

- Capable of working effectively with people at all levels to convey a positive image and attitude regarding the SFVBA
- Establish strong and appropriate supervisor relationships
- Develop professional relationships with Trustees, Officers, Members, judicial officers and court administrators, vendors, business and elected leaders, and individuals with outside agencies and organizations
- Excellent verbal and written communication skills

- Excellent computer and technology skills; requires experience with Microsoft Office (Word, Excel, Outlook, PowerPoint), QuickBooks, Acrobat, WordPress, and association management software.
- Experience with marketing on Facebook, LinkedIn, Twitter and other social media platforms
- Knowledge of California employment law and state and U.S. tax and nonprofit corporation filings
- Handle detailed, complex concepts and problems and makes rapid decisions regarding administrative issues
- Able to manage stress, meet deadlines, and maintain a flexible work schedule to meet various demands of executive management within the SFVBA
- Able to travel locally and, infrequently, within California and nationally to represent the SFVBA
- Ability to move or carry file boxes for use in SFVBA activities

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree required; graduate degree in public administration or relevant field preferred
- Five or more years of progressively responsible management experience required
- Background in non-profit administration, association management, legal services, marketing, or related field preferred

### **COMPENSATION**

The Executive Director receives a competitive salary. Benefits include vacation, holiday and sick pay; medical and dental insurance; 401K retirement plan match; and travel and cellular phone reimbursement.

### **APPLICATION PROCESS**

To apply, please submit a resume, cover letter describing your strengths and experiences, and references to [search@sfvba.org](mailto:search@sfvba.org).