

## **Executive Director, Berks County Bar Association and Law Foundation of Berks County**

The Berks County Bar Association (BCBA) and the Law Foundation of Berks County are now accepting applications for the position of Executive Director. This document is five pages.

### **Position Summary**

The BCBA is a voluntary membership organization with approximately 650 attorney members. The Executive Director is the Chief Operating Officer and managing executive of the BCBA, supervises a staff of 4 employees, and oversees a budget of nearly \$1 million. He or she also oversees the finances of the Berks County Law Foundation, a non-profit corporation designed to raise and provide funds to support charitable, law-related projects, programs and services in Berks County, which is governed by a separate board of directors. The Executive Director reports to the BCBA Board of Directors and Executive Committee. He or she is a full-time compensated exempt employee of the BCBA.

The Executive Director oversees all daily financial and operational activities of the BCBA, including management of the Bar Association Building in downtown Reading, and administration of Continuing Legal Education (CLE), community outreach, and social, networking and professional activities provided by the BCBA. The Executive Director is charged with the execution of policies, strategies, and programs determined by the Board of Directors, and the implementation of priorities and goals of the BCBA Strategic Plan.

### **Position Requirements**

The Executive Director position requires excellent verbal and written communications skills, financial management expertise, and the ability to work effectively with people at all levels. Advanced computer and technological skills, and especially a working knowledge of Microsoft Word, Excel Spreadsheets, and Outlook are required, along with the ability to supervise staff use of technology. Writing, editing, and proofreading skills are essential. The ability to travel frequently within the Commonwealth of Pennsylvania, and nationally/internationally, via private or public conveyance, to represent the BCBA will be required. The position regularly requires irregular hours and often requires in excess of 40 hours per week to perform essential duties.

A successful candidate must have at least 10 years' professional experience, preferably in the non-profit or law related sector, with strong organizational skills and the ability to effectively manage staff. A strong work ethic, with leadership skills and the ability to build and maintain relationships within a diverse community are critical. A 4 year college degree is required, with a graduate level degree, especially a Juris Doctor, strongly preferred. Familiarity with the legal profession and the issues facing lawyers and the legal profession are required, along with strong marketing skills and ability to build, engage, and retain membership. The complete job description and functions can be found by clicking [here](#) or <https://goo.gl/hLPPxY> or search [www.indeed.com](http://www.indeed.com).

### **To Apply**

To apply for the BCBA Executive Director position, please submit the following items *via e-mail only* in Word (.doc or .docx) or PDF format:

- Resumé
- Three references with contact information (references may be contacted prior to the end of the search process)
- A written statement, not to exceed two pages, describing how your education, skills, and professional and life experience would benefit the BCBA
- Compensation expectations

Application materials should be directed to [BerksBarEDsearch@gmail.com](mailto:BerksBarEDsearch@gmail.com). For more information about the BCBA, visit our website at [www.berksbar.org](http://www.berksbar.org). Questions may be directed to Kurt Althouse, Esquire of the Executive Director Search and Transition Committee at [KAlthouse@bingamanhess.com](mailto:KAlthouse@bingamanhess.com).

The Berks County Bar Association is an Equal Opportunity Employer

**BERKS COUNTY BAR ASSOCIATION and LAW FOUNDATION OF BERKS COUNTY**  
**EXECUTIVE DIRECTOR POSITION DESCRIPTION AND FUNCTIONS**

The Berks County Bar Association (BCBA) is seeking a new Executive Director. BCBA serves the legal community in Berks County, Pennsylvania. BCBA seeks to provide programs and services for our members to advance the interests of the profession and to improve the quality of the legal system in the Berks County community.

The Executive Director serves as the key management leader for the BCBA, and is responsible for overseeing the administration, programs, planning, and public outreach for the organization. The position reports to the BCBA Board of Directors.

**General Responsibilities**

- Implement policies, strategies, and programs approved by the Board, and provide support for the President's initiatives, consistent with the Mission Statement.
- Plan and recommend to the President, for Board approval as needed, the program plans for the BCBA.
- Assist in the development and implementation of the BCBA Strategic Plan and its goals.
- Fundraising and development of new sources of non-dues revenue.
- Giving direction and leadership toward achieving the BCBA's Mission Statement, strategy, goals, and objectives.
- Attendance at meetings and conferences of interest to Bar Leaders and Bar Executives, both inside and outside of Pennsylvania.

**Members and Volunteers**

- Support Board meetings and functions under the direction of the Bar Association President, including but not limited to agenda preparation and preparation of reports and financial statement for monthly Board meetings.
- Maintain communications with the Board of Directors, Executive and Finance Committee, Sections, Committees, and BCBA members.
- Assist the Committees and Sections with the planning of social and professional networking events which will enhance and add value to BCBA membership and improve member retention.
- Attendance at all committee and section meetings, or, if unavailable, designating a staff member to do so in order to provide needed support for the committee/section and its functions.
- Overseeing the planning, marketing, promotion, quality, and execution of programs, mandatory continuing legal education (MCLE) seminars, events, and other member services.
- Develop with the assistance of the Committees and Sections and others a variety of Continuing Legal Education (CLE) and Continuing Judicial Education (CJE) programs.
- Administer Lawyer Referral and Modest Means Programs and publicize their availability and enforce the Pro Bono Program.
- Be able to discreetly, effectively and directly communicate with members who may be having personal issues, and refer such members to resources which can provide assistance, such as Lawyers Concerned for Lawyers (LCL).

- Management of member publications, including oversight of content, development, and delivery, of Berks County Law Journal, Barrister Magazine, E-Briefs, and weekly “On Tap at the Bar.”
- Management of BCBA website and social media platforms, including drafting and supervision of content.
- Coordinate the planning and staffing of BCBA social and networking events, and attendance at such social and networking functions.

### **Law Foundation of Berks County**

- Serve as Executive Director of the Law Foundation of Berks County, a non-profit corporation designed to raise and provide funds to support charitable efforts in Berks County, including, but not limited to, educational endeavors as well as programming that increases access to justice or aids in the administration of justice, with duties to be prescribed by the Law Foundation Board of Trustees.
- Support meetings and functions of the Board of Trustees of the Foundation, including but not limited to agenda preparation and preparation of reports and financial statement for meetings of the Board of Trustees.
- Attendance at meetings of the Law Foundation Board of Trustees.
- Planning and coordination of Law Foundation fundraising events, including but not limited to the annual Holiday Luncheon in conjunction with the Pennsylvania Institute of Certified Public Accountants (PICPA).
- Execute the Annual Campaign, including drafting of solicitation letters, thank you letters, and contribution acknowledgements.
- Solicit and establish sponsorships.
- Providing support, fundraising, and/or volunteer staffing for Law Foundation programs such as “Book ‘Em.”
- Supervise the Foundation’s grant making process.

### **Staff**

- Effective management of human resources of the BCBA in accordance with the BCBA Employee Handbook, BCBA employment policies, and all applicable statutes and regulations, and in such a manner as to build trust, high performance, and accountability by staff.
- Develop policies and guidelines for the supervision, management and administration of BCBA staff.
- Be responsible for all required EEO training and EEO policy implementation.
- Exercise responsibility for human resources functions, including hiring, termination, review, and employee discipline of BCBA staff.
- Address all staff performance issues and ensure positive staff interaction with members of the BCBA and members of the public.

### **Relationships With Outside Entities and the Public**

- Maintain communication with the American Bar Association, the Pennsylvania Bar Association, county bar associations and other professional entities.
- Maintain effective liaison and communications with media, government and other external non-legal entities important to BCBA members.

- Work with the Board of Directors and Committees to develop and oversee marketing, public relations, and outreach campaigns and programs.
- Serving as the public face of the BCBA in the Berks County community.
- Networking with community organizations to further the mission of the BCBA.
- Coordination of Law Day and Mock Trial Programs with local school districts.

### **Financial Reporting and Management**

- Provide oversight and reporting for BCBA and the Law Foundation of Berks County (see above).
- Preparation of the annual BCBA recommended budget.
- Communicating with accountants, and tax preparers, and providing required data to ensure timely filing of returns and similar documents.
- Cooperating with auditors and transmittal of all recommendations to the Board.
- Implementing financial controls as required by the Board.
- Preparation of financial statements for Executive and Finance Committee, for distribution to the Board of Directors in advance of meetings.
- Implementation of budget goals, and managing the resources of the BCBA within that budget.
- Oversee financial management of accounts, and ensuring that sufficient reserves are kept in accordance with BCBA policies.
- Oversee third party vendor relationships to ensure efficient delivery of products and services for the best possible value to the BCBA and its members.
- In cooperation with the Board, manage, implement and direct all fundraising activities.
- Oversee the investment of and use of funds consistent with BCBA policies in cooperation with the Investment Committee.
- Provide financial analysis to ensure wise and prudent expenditure of funds, and analysis of financial statements as needed.
- Explore and make recommendations to the Executive and Finance Committee and Board on alternative sources of revenue.
- Plan for new sources of revenue to compensate for revenues which will be lost in the future when law journal advertising is not required.

### **Technology and Infrastructure**

- In conjunction with the Board and the Technology Committee, oversee the development, maintenance, and upgrades of technology systems for the support of management functions, increase efficiency, and to enhance BCBA communications.
- Manage the maintenance of the BCBA headquarters building to ensure its continued safety, accessibility, and viability as the social and professional center of the Berks County legal community.

## **Additional Requirements**

- Strong work ethic and leadership qualities.
- Care and concern for the needs of members.
- Understanding of the duties and professional obligations of lawyers and judges.
- Excellent verbal and written communication skills.
- Commitment to community involvement.
- Commitment to the BCBA's Mission Statement and goals.