



# LOUISVILLE BAR

A S S O C I A T I O N

*Pride in the profession. Service to the community.*

## **ABOUT LOUISVILLE BAR ASSOCIATION**

The Louisville Bar Association (LBA) is a voluntary legal professional organization with more than 2,700 members in the metropolitan Louisville, Kentucky. Its mission is to promote justice, professional excellence, and respect for the law; improve public access to the judicial system; provide law-related services to the community; and serve its members. Among the 40 largest local bar associations in the country, LBA's program services include continuing legal education, lawyer referral, membership recruitment, placement services, communications, and community outreach. Diverse programming includes nearly 90 CLE seminars each year serving over 20 practice sections. The LBA's diverse membership represents attorneys in both public and private sectors who practice criminal law, civil and commercial litigation, administrative law, family, immigration, business and corporate, among many others.

For more information about the Louisville Bar Association, please visit: [www.loubar.org](http://www.loubar.org).

## **THE OPPORTUNITY**

The Executive Director is charged with providing vision and dynamic leadership to carry out the mission of the LBA and serves as the organization's chief ambassador, promoting its mission to its current members, potential members, volunteers, the public, and legal community. The Executive Director represents the organization in a variety of public settings on related boards, commissions, and task forces and serves as an advocate for the association. The successful candidate will show creativity through developing new programming and outreach, especially to a younger and more diverse population. Responsibilities include oversight and management of staff, strategic plan implementation, program execution and development, financial management, revenue development, board support, member relations, communications, and advocacy. The Executive Director reports directly to the Board of Directors, supervises a staff of 10 full-time employees and oversees an annual budget of \$1.2 million.

## **CANDIDATE PROFILE**

**The Executive Director of the Louisville Bar Association will possess the following attributes and competencies:**

### **Executive Management**

- Provides oversight and direction for LBA's staff and other professionals, volunteers, and partners.
- Leads the staff in development and implementation of the annual budget.
- Directs efforts to diversify and grow LBA's revenue and membership.
- Oversees daily organizational operations -- including managing cash flow and expenses.
- Develops and maintains effective communications with the Board President, Board of Directors, Board Committee Chairs, staff, volunteers, and members.
- As a partner with the Board, develops and executes a long-term strategic vision for LBA.
- Provides management oversight of programs, events, and communication initiatives.

- Performs other duties as needed or assigned.

### **Program Development/ Member Engagement**

- Oversees and provides direction/ support for the creation and execution of member programming, benefits, and engagement initiatives.
- Works with LBA members to strengthen their relationship with the organization.
- Cultivates and maintains relationships with volunteers to grow the volunteer base.
- Represents LBA at member functions, events, and ceremonies.
- External outreach for community programming that promotes awareness of the legal system and the association.

### **Advocacy/ Communications/ Marketing/ Media Relations**

- Develops, cultivates, and maintains strong strategic relationships with local, state, and federal legal organizations as well as elected officials, law firms, partners, and other important constituencies.
- Develops marketing and public relations strategies with staff to achieve higher visibility for LBA's mission and activities in the legal community.
- Promotes and represents LBA and the priorities of its members as liaison to the courts and other local, state, and national organizations.
- Oversees communications in response to events, activities, and legislative actions that impact LBA's mission and members.
- Represents LBA and serves as spokesperson for members to the media when needed.

### **Revenue Development**

- Works in collaboration with the Louisville Bar Foundation to ensure that all fund development activities are clearly communicated and coordinated to maximize impact on the LBA's mission and services.
- Works with Board and committees to engage them in all income generating/ fund development activities and events.
- Provides oversight and management of donor/ sponsor relations, grant writing, project funding, and development of new revenue opportunities.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree is required, Master's degree or Juris Doctorate, preferred.
- A minimum of seven (7) years of progressively responsible nonprofit, corporate, institutional management, and supervisory experience.
- At least five (5) years of demonstrated success and experience in three or more of these areas: staff management, program management, fundraising, community outreach, agency operations and financial/operations management.
- Demonstrated success effectively leading change and organizational growth through strategic planning, making decisions, and executing strategic plan.
- Excellent interpersonal and communication skills (written and oral), and ability to be persuasive and express passion for the legal profession and the mission of the LBA.
- Experience working directly with Board of Directors and demonstrated success at managing and cultivating Board relationships.
- Solid, hands-on fiscal management skills including (but not limited to): strategic and operational planning, budget preparation, financial analysis, decision-making and reporting.
- Staff management experience including experience conducting annual staff evaluations and setting performance measures for future work.

- Experience and effective management, oversight, and implementation of revenue producing programs and services/ fundraising, marketing, advocacy, and public relations efforts.
- Ability to work unsupervised and self-manage workload and prioritize projects effectively.
- Must be able to pass comprehensive background checks/ licensure checks.
- Must have valid driver's license and current auto insurance and be able to work some nights and weekends as needed.
- High comfort in daily use of basic office technology, including document creation in Microsoft Office Suite, PowerPoint, and Excel.

## **COMPENSATION AND BENEFITS**

The LBA offers a competitive salary commensurate with experience. Benefits include health and life insurance, employer-matched retirement plan, paid parking, vacation and sick leave, professional development opportunities and more. The LBA is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

## **ABOUT LOUISVILLE**

Louisville, Kentucky has a metropolitan area population of 1.2 million within a region that includes the Ohio River and Southern Indiana to the north and rolling bluegrass farms to the south and to the east. A revitalized downtown includes an entertainment district and riverfront park. A true arts town, Louisville boasts all major performing arts groups and numerous museums with national and international recognition. This busy, growing city is home to several colleges and universities as well as several Fortune 500 and Fortune 1000 headquarters or regional operating locations, including Churchill Downs, UPS, Ford Motor Company, General Electric, Humana, Yum! Brands (KFC, Taco Bell, Pizza Hut), Brown-Forman, PharMerica, Kindred Healthcare, Norton Healthcare and Papa John's Pizza, among many others. Famous for the Kentucky Derby, Louisville is steadily gaining notice for its great parks and historic neighborhoods, low cost of living, vibrant arts and restaurant scene, and nationally renowned collegiate and professional sports teams.

## **CONTACT**

**Ashley|Rountree and Associates has been exclusively retained by the Louisville Bar Association for this search. To apply for this position please submit a cover letter, resume and three references [here](#). For confidential questions or inquiries, contact Lisa Betson Resnik at [lresnik@ashleyroutree.com](mailto:lresnik@ashleyroutree.com). All inquiries will be kept strictly confidential.**