

VIRGINIA BEACH BAR ASSOCIATION
EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is the key leader of day-to-day operations for the Virginia Beach Bar Association. The Executive Director is responsible for overseeing the administration, strategic plan execution, and financial management of the organization. Other essential duties include communications, technology, membership development and support, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with the Board of Directors in order to fulfill the organizational mission.

- Responsible for day-to-day implementation, administration and execution of the mission of the Virginia Beach Bar Association in a manner that supports, informs, and reinforces the organization's mission and vision as defined by the Board of Directors.
- Responsible for communicating effectively and regularly with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions, including without limitation, providing detailed monthly financial statements and, in consultation with the Treasurer, proposed annual budgets.

2) Financial Performance and Viability: Develops and sustains resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Virginia Beach Bar Association, to include working directly with the Treasurer to develop and submit to the Board a proposed annual budget, and independently preparing and submitting to the Board monthly financial statements, all of which accurately reflect the financial condition of the organization.
- Responsible for working cooperatively with outside auditors, accountants and financial professionals as directed by the Board.
- Responsible for administration and fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains a positive financial position for the organization.
- Responsible for communications, billing, vetting, recordkeeping, and financial accounting relating to membership dues and other receipts, and for developing other resources necessary to support the Virginia Beach Bar Association's mission.

3) Organization Mission and Strategy: Works with the Board of Directors to ensure that the organization's mission is fulfilled through programs, committee work, strategic planning, and membership and community outreach.

- Responsible for implementation of the Virginia Beach Bar Association's programs that carry out the organization's mission and vision, including without limitation, planning, staffing, and execution of professional development, leadership, service, networking and social events.
- Responsible for strategic planning with the Board to ensure that the Virginia Beach Bar Association can successfully fulfill its mission and vision into the future.
- Responsible for the enhancement of the Virginia Beach Bar Association's reputation by being active, visible, and responsive to membership and to the broader community, and by working closely with other professional, civic, private, and public organizations.

4) Organizational Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are effectively and efficiently executed.

- Responsible for effective administration of the Virginia Beach Bar Association's day-to-day operations.
- Responsible for signing checks, making payments, and effecting contracts and other instruments upon authorization by the Board.

Professional Qualifications:

- A bachelor's degree (preferred)
- Transparent and high integrity leadership
- Strong ability to maintain confidences and trust
- Three or more years nonprofit or similar management experience (preferred)
- Solid, hands-on budget management skills, including budget and financial statement preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, record-keeping, program development, and task facilitation
- Strong written and oral communications skills including public speaking ability
- Strong technology skills and knowledge
- Ability to convey the mission, vision and strategic plan of the Virginia Beach Bar Association to members of the organization and the broader community
- Skills to collaborate with and motivate Board members, committee members, members of the organization, other volunteers, and members of the public

Actual Job Responsibilities:

1. Planning, administering, and documenting annual budgets and monthly financial statements.
2. Establishing and implementing administrative policies, procedures, and practices for Virginia Beach Bar Association functions and for the day-to-day operation of the organization.
3. Serving as the Virginia Beach Bar Association's primary spokesperson within the organization, and to its constituents, the media, and the general public.

4. Establishing and maintaining relationships with various organizations throughout the state and utilizing those relationships to strategically enhance the Virginia Beach Bar Association's mission.
5. Reporting to and working closely with the Board of Directors to seek its involvement in policy decisions, resource development and retention, and increasing the overall visibility and success of the organization in Virginia Beach and throughout the Commonwealth.
6. Strategic planning and implementation.
7. Overseeing and organizing Board and committee meetings.
8. Overseeing marketing, technology adoption and use, and communications efforts.
9. Reviewing and approving contracts within authority granted by Board.
10. Other duties as assigned by the Board of Directors.

Compensation will be commensurate with experience and other qualifications. Position will be part-time and will be as an independent contractor, not as an employee.

Email resumes to: vbba@vbbbarassoc.com