



# National Conference of Women's Bar Associations

**NCWBA**

*is seeking an*

## **EXECUTIVE DIRECTOR**

- Flexible hours
- Location independent/work from home
- Reimbursed travel expenses

PLEASE SUBMIT THE COMPLETED APPLICATION PACKAGE AS A SINGLE PDF FILE TO:

[EDSEARCH@NCWBA.ORG](mailto:EDSEARCH@NCWBA.ORG)

- APPLICATIONS MUST BE SUBMITTED TO THE ABOVE EMAIL ADDRESS BY JANUARY 31, 2019, WITH THE EMAIL SUBJECT LINE: "[APPLICANT'S FULL NAME] EXECUTIVE DIRECTOR APPLICATION."
- EARLY APPLICATIONS ARE ENCOURAGED
- NCWBA WOULD LIKE TO INTERVIEW A BROAD RANGE OF CANDIDATES. INDIVIDUALS FROM A VARIETY OF BACKGROUNDS ARE ENCOURAGED TO APPLY, EVEN IF THEY MAY HAVE NOT PREVIOUSLY PERFORMED ALL THE DUTIES DESCRIBED IN THIS NOTICE.

*NCWBA does not discriminate on the basis of race, color, gender, age, disability, religion, national origin, sexual orientation or identity, genetic information, pregnancy, size, veteran status, or any other basis. Reasonable accommodations will be made for disabled applicants.*

**Position:** Executive Director

**Category:** 501(c)(6) - Non-profit

**Type:** Part Time - Flexible Schedule: The Executive Director works an average of 10 to 15 hours per week during most of the year (once candidate is trained and in place), with occasional increases in hours depending on NCWBA program needs and productivity. Three times a year, the Executive Director works substantial additional hours to support NCWBA's three signature annual events, each lasting two to four days and requiring travel to the event locations in the United States or Canada.

**Location:** Candidate's confidential virtual office setting

**Compensation:** Approximately \$17,500 per year plus reimbursement for travel expenses

As the person primarily responsible for the administrative and executive support of The National Conference of Women's Bar Associations (NCWBA), the Executive Director is responsible for day-to-day management of the NCWBA's affairs, with the guidance and authorization of the Board of Directors. The Executive Director assists in the planning, direction, execution, and evaluation of NCWBA programs and services. The Executive Director represents NCWBA to its member organizations, external stakeholders, vendors, and the general public. The Executive Director oversees communications and manages information technology resources used in supporting the operation of the association, including updating the association's website and social media postings. The Executive Director works independently in an office provided by the candidate. Cloud-based software and a commercial phone line are provided by the NCWBA. Candidate provides all other software and hardware.

NCWBA is looking for an energetic self-starter with a wide array of experience. Accordingly, NCWBA will consider candidates even if they do not currently meet every skill listed in this notice.

For general information about NCWBA, go to [www.ncwba.org](http://www.ncwba.org).



# National Conference of Women's Bar Associations

The NCWBA is a non-profit “umbrella” organization of women’s bar associations, sections and interest groups. As an affiliate of the American Bar Association, the NCWBA provides a forum for exchanging ideas and information to support women’s bar associations throughout the United States and Canada. The NCWBA advocates for the equality of women in the legal profession and in society by mobilizing and uniting women’s bar associations to improve gender-based processes and laws.

## Qualifications

Qualified applicants must have a bachelor’s degree from a four-year institution or equivalent experience. Three (3) years’ experience with a non-profit is preferred. A juris doctor or experience in the legal profession is a plus.

## Preferred Skills and Abilities

NCWBA is looking for an energetic self-starter with a wide array of experience. Accordingly, NCWBA will consider candidates, even if they do not currently meet every skill listed below.

- Commitment to and demonstrated interest in NCWBA’s mission;
- Excellent written, oral communication, and social media skills;
- Technical skills, including proficiency with Microsoft Office (Word, Excel, etc.);
- Experience with QuickBooks or QuickBooks Online, WordPress, and listserv management a plus;
- Ability to work and be productive independently and remotely;
- Excellent attention to detail, organizational skills, and project management experience;
- History of successful collaboration with colleagues; experience working with boards of directors, sponsors, volunteers, committees and/or member representatives preferred;
- Experience in developing and implementing innovative ideas and strategic plans to achieve short- and long-term goals;
- Experience in membership development and recruitment a plus; and
- Experience with marketing a plus.

## Location and Travel Information

The Executive Director may work anywhere in the United States, provided the location is a confidential virtual office setting. Two to four days of travel to NCWBA events in the United States or Canada three times per year is required. NCWBA reimburses travel expenses for these trips, which typically occur in late January/early February, early to mid-August, and late September/early October.



## Major Responsibilities

- 1. Association Governance**
  - a. Serve as liaison to NCWBA's member organizations, its Board of Directors, and its committees;
  - b. Assist with the creation of policies and procedures for association governance; and
  - c. Participate in implementing strategic plan.
- 2. Membership and Sponsorship Development**
  - a. Assist in developing and implementing strategies to sustain and expand membership;
  - b. Assist in cultivating and developing sponsorship relationships, and evaluating fundraising activities to ensure NCWBA's efforts are effective; and
  - c. Assist in expanding revenue-generating and fundraising activities.
- 3. Finance**
  - a. Maintain financial records, pay invoices, and make bank deposits; and
  - b. Work with Treasurer and the Finance Committee to develop a yearly budget.
- 4. Operations**
  - a. Manage correspondence of the NCWBA and timely forward to appropriate person(s);
  - b. Maintain discretion and privacy of all confidential matters and records, including properly storing and securing all confidential physical and electronic files;
  - c. Learn, monitor, maintain, and ensure compliance with American Bar Association (ABA) expectations regarding deadlines, policies, and guidelines, especially with respect to NCWBA programs that occur during or in conjunction with ABA events;
  - d. Attend in-person Board of Directors meetings three (3) times annually; participate by telephone in conference call meetings of the Board, the Executive Committee, and Committees each month, and provide regular status updates as appropriate to the President, the Executive Committee, the Board, and Committee Chairs;
  - e. Attend additional telephone meetings as requested; and
  - f. Work with the Board of Directors to ensure compliance with applicable laws and regulations.
- 5. Programming**
  - a. Assist with all aspects of NCWBA programming and events;
  - b. Coordinate with ABA as needed on programming; timely submission of event titles, dates, and program details for inclusion in ABA event schedule; and
  - c. Assist with development of new programs and services to promote NCWBA's mission.
- 6. Vendors**
  - a. Serve as primary contact with vendors and potential vendors, and coordinate as appropriate with NCWBA Officers or Board members with respect to vendor issues and opportunities.

## Compensation

Compensation of approximately \$17,500 per year, and a modest professional development stipend is provided. Airfare, hotel, registration costs, and reasonable related expenses for required travel are reimbursed. Limited benefits may be available, subject to negotiation.

## Application

In order to be considered, the Application Package must be received by January 31, 2019 at 11:59 p.m., PST. A completed Application Package must include:

1. A cover letter explaining (a) your interest in the NCWBA, (b) how your previous experience makes you a good candidate for the Executive Director position, and (c) how your previous experience will to help NCWBA achieve its mission.
2. A detailed resume or curriculum vitae; and
3. A non-legal writing sample (no more than three pages);

Note: We encourage you to submit a writing sample that would be relevant to your duties as NCWBA's Executive Director (for example, an executive summary for a grant proposal, letter to sponsors, fundraising appeal, blog post, etc.)

Please submit the completed Application Package as a single PDF file to Executive Director Search Committee at [EDSearch@ncwba.org](mailto:EDSearch@ncwba.org). Please list "[Applicant's Full Name] Executive Director Application" in the subject line. Early applications are encouraged. Once candidate applications are reviewed, NCWBA will schedule interviews.