



## **JOB ANNOUNCEMENT**

### **CHIEF OPERATING OFFICER**

The South Carolina Association of Justice (SCAJ) is seeking a Chief Operating Officer for the office located in Columbia, South Carolina. This is an exciting executive leadership opportunity as SCAJ continues to work to protect a fair justice system for the State of South Carolina. The Chief Operating Officer is accountable to the Board of Governors and its Executive Committee and works in conjunction with the SCAJ Chief Directing Officer.

### **GENERAL OPERATIONS**

- Responsible for planning and executing all internal operations of Association;
- Assists staff (currently four staff members) with policy and planning decisions in their areas;
- Promotes good relations with staff, members, partners, vendors, service providers, and tenants of SCAJ leased spaces;
- Primary responsibility for all maintenance, repairs, rental, payments, and contracts for SCAJ building, information technology, training, and all other property and assets;
- Primary responsibility for planning and implementation of seminars and meetings including the planning, staffing, and organization of the SCAJ Annual Convention, Annual Advanced Trial Lawyer College, any seminars, and special meetings;
- Primary responsibility for membership services and support including CLEs, vendor affinity programs, listservs, group health insurance, staff support for committees, sections, and special projects, website development, maintenance, support, and membership records; and
- Serves as lead contact for all service providers, affinity groups, event planning and logistics, and any other operations of SCAJ.

### **HUMAN RESOURCES**

- Responsible for all personnel actions, policies, procedures, and employment benefits; and
- Ensures and monitors security and confidentiality for staff, files, computer systems, and electronic storage.

### **FINANCIAL**

- Works with Executive Committee to prepare an annual budget and reports to the Executive Director, the Executive Committee, and the Board of Governors regarding financials;
- Authorizes all bank transactions;
- Oversees cash assets and liabilities of Association;
- Coordinates with SCAJ accountant for annual reviews, audits, tax returns, and reporting;
- Coordinates pension plan reporting as plan trustee;
- Ensure fiscal security, compliance, and reporting;
- Reviews and approves Association expenditures; and

- Sponsorship development.

### **SCAJ PAC AND JUSTICE PACs**

- Serves as PAC administrator;
- Oversight of all accounts, transactions, reporting, and compliance; and
- Reviews and approves SCAJ PAC and Justice PAC disbursements.

### **REQUIREMENTS**

- 10 to 15 years of proven leadership and professional management in a professional association (preferably legal services);
- Undergraduate degree is required;
- A master's degree is preferred;
- Certified Association Executive (CAE) designation is preferred;
- Broad understanding of the legal field and associated issues;
- Experience being a spokesperson for an organization, having an external leadership persona, and representing the organization locally, regionally, and nationally;
- Experience in fundraising and increasing membership in an organization; and
- Successful fiscal management experience of a similarly-sized organizational budget/P&L including creating and managing a budget, forecasting, and financial performance analysis.

Position is full-time and requires occasional travel. SCAJ offers competitive salary based on experience as well as a comprehensive benefits package. To apply for this position, please email a cover letter and resume to [detra@harbinlaw.com](mailto:detra@harbinlaw.com). For more information about SCAJ, please visit our website at [scaj.com](http://scaj.com). **Resumes will be accepted through May 15, 2021. Expected start date in the fall of 2021.**