



## JOB ANNOUNCEMENT EXECUTIVE DIRECTOR

The National Association of Trial Lawyer Executives (NATLE) is seeking an Executive Director. The Executive Director acts as the chief executive officer of the organization and is responsible for the overall management and direction of the organization in accordance with its vision and mission. The NATLE Executive Director works under the general oversight of the NATLE Executive Committee, reporting regularly to the President.

### GENERAL OPERATIONS

- Provide oversight, planning, vision, and leadership for all aspects of NATLE.
- Responsible for planning and executing all internal operations of the Association.
- Assists Executive Committee with policy and planning decisions, maintains Association records.
- Promotes good relations with members, partners, vendors, service providers, and the American Association for Justice.
- Primary responsibility for planning and implementation of seminars and meetings including the planning, staffing, and organization of the NATLE Annual Meeting, Governmental Affairs Conference, and special meetings.
- Primary responsibility for membership services and support including vendor affinity programs, listservs, website development, maintenance, support, and membership records.
- Serves as lead contact for all service providers, affinity groups, event planning and logistics, and any other operations of NATLE.

### FINANCIAL

- Works with the Treasurer to prepare an annual budget and reports to the Executive Committee regarding financials.
- Oversees cash assets and liabilities of Association.
- Coordinates with NATLE accountant for annual reviews, audits, tax returns, and reporting.
- Ensures fiscal security, compliance, and reporting.
- Reviews and approves Association expenditures.
- Sponsorship development.

## REQUIREMENTS

- At least 5 years of proven leadership and professional management in a professional association (preferably the trial lawyer community).
- Undergraduate degree is required.
- Knowledge of Microsoft Office Suite is required.
- Must be a highly organized, self-motivated individual with excellent written and oral communication skills.
- Experience with event planning and contract negotiation, volunteer management, and implementation of strategic plans.
- Successful fiscal management experience of a similarly sized organization.

## APPLICANTS ARE MORE COMPETITIVE IF THEY HAVE

- Certified Association Executive (CAE).
- Experience working with AMS, Canva, Adobe Suite, or similar program.
- Broad understanding of the legal field and associated issues.

## SALARY, BENEFITS, AND HOW TO APPLY

Position is full-time and requires periodic travel. Physical workplace is negotiable. NATLE 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 [cperkins@michiganjustice.org](mailto:cperkins@michiganjustice.org). For more information about NATLE, please visit our website at [www.NATLE.org](http://www.NATLE.org).

Resumes will be accepted through May 5, 2021. Expected start date of June 1, 2021.

*NATLE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. Applicants of diverse backgrounds are encouraged to apply.*