



The Vermont Association for Justice (VTAJ) is an organization devoted to promoting a fair and effective civil justice system, protecting the rights of those injured by the misconduct or negligence of others, and supporting the continuing education, professionalism, and legal practices of our attorney and paralegal members.

The Executive Director is responsible for the general operations of the organization, including the development, administration, and support of VTAJ's programs, membership, and strategic plans. The position reports directly to the President and Board of Directors.

JOB TYPE:

This position is a salaried position working an average of 30 hours per week, starting at the beginning of May, 2019. Hours typically will be the highest between September and early June. The position and responsibilities may change with the needs of the organization.

GENERAL RESPONSIBILITIES:

Board Governance:

- Responsible for leading in a manner that supports the organization's mission.
- Responsible for organizing meetings, communicating effectively with the Board and its committees, and providing, in a timely and accurate manner, all information necessary for the leadership to function properly and to make informed decisions.

Financial Performance and Viability: Support efforts to build resources sufficient to ensure the financial health of the organization.

- Manage finances within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.
- Create, with the Budget Committee, an annual budget for the organization.
- Prepare accurate and timely financial reports for the Board and the PAC.
- Support fundraising efforts, including securing and maintaining sponsorships, advertising, and exhibitors, and helping organize and run continuing legal education seminars.

Organization Operations, Mission and Strategy: Work with board to ensure that the mission is fulfilled through strategic planning and programs.

- Partner with the Board to develop strategic planning to ensure that the organization can successfully fulfill its Mission into the future.
- Organize all VTAJ events in conjunction with the appropriate committees, including continuing legal education seminars, the Annual Reception and Conference, and the Women's Caucus Legislative Reception and Dinner.

- Support VTAJ Legislative Committee and contract lobbyists by providing requested information and overseeing PAC finances.
- Oversee all aspects of membership, including processing membership applications and renewals, maintaining a membership database, tracking information, preparing reports, and working to increase membership.

Marketing/Public Relations: Promote VTAJ and its mission

- Create marketing strategies and materials for VTAJ and its events.
- Prepare press releases and responses, as needed.
- Update and maintain the VTAJ website and databases.

Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership
- Excellent written and oral communication skills
- Highly motivated self-starter who is able to effectively collaborate with and motivate others
- Must have strong organizational abilities and be detail-oriented
- Must be adaptable and have a positive attitude
- Budget management skills, including budget preparation, analysis, and reporting in an accurate, timely and clear manner
- Strong proficiency and experience with technology, including Microsoft Office and QuickBooks
- Strong proficiency and experience with event planning skills
- Ability to convey a vision of the organization's strategic future to staff, board, members, potential members and sponsors

Please reply with cover letter and resume to:

**Michele Patton, Esq.
Langrock Sperry & Wool, LLP
210 College Street
Burlington, VT 05402-0721
or via email to: mpatton@langrock.com**