

## **FEDERAL BAR COUNCIL**

Executive Director

### **Job Description**

The Federal Bar Council (the “Council”) is a 501(c)(6) membership organization of approximately 2000 lawyers who practice in federal courts within the Second Circuit. Many of the top litigators in the Second Circuit belong to the Council and are active in the organization. All the judges in the Second Circuit are also members of the Council ex officio.

The Council is dedicated to promoting excellence in federal practice and collegiality among federal practitioners. It is also committed to encouraging respectful, productive relations between the bench and bar, to serving the interests of its members, and promoting the rule of law. Its 501(c)(3) sister organization, the Federal Bar Foundation (the “Foundation”), lends financial support to promote public service, historical exhibits, lectures, educational programs and publications. Additional information can be found at [www.federalbarcouncil.org](http://www.federalbarcouncil.org).

### **POSITION SUMMARY:**

The Executive Director is the chief operating officer and managing executive of the Federal Bar Council, serving under the supervision of the President and the Board of Trustees. The Executive Director reports to the President of the Federal Bar Council and is responsible for managing the Federal Bar Foundation under the supervision of its President and Board, and the Council’s chapter of the American Inns of Court. The Executive Director manages a staff of seven professionals and supervises two outside consultants.

### **EDUCATION AND EXPERIENCE:**

A college degree and supervisory and senior management experience, preferably with a non-profit or professional services organization or a law firm. A law degree is preferred, as is experience in organizing events, conferences, and programs.

### **COMPETENCIES:**

Must have excellent communication skills, both written and verbal; strong organizational and management skills; impeccable integrity; be flexible and able to pivot and respond calmly in a fast-paced environment; and have strong interpersonal skills allowing an ability to work effectively with a wide variety of constituents, including members, staff, volunteers, officers, judges, community partners, and the Board of Trustees.

## **1. RESPONSIBILITIES TO THE FEDERAL BAR COUNCIL**

### **A. Manage operations of the Federal Bar Council, including:**

**Program planning and management.** Oversee the planning, implementation and evaluation of the organization’s CLE and other programs. Supervise the Manager of Continuing Legal Education and monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.

Interface with the Council's Program Committee on a monthly basis and work with other committees on topics of interest to membership. Oversee and support activities of the Council's chapter of the Inn of Court.

**Events.** Oversee the site selection, planning and implementation of all Council events including the Fall Retreat, the Winter Bench and Bar Conference (which is often outside the United States), the Thanksgiving Luncheon, the Law Day Dinner, and the Judges, Judicial Clerks and Interns receptions as well as various committee receptions. Participate in negotiation of contracts with applicable venues and develop budgets for events. Supervise the Manager of Events in the planning and execution of all events, including internal and external communications, invitations, registration, and logistics.

**Communications.** Oversee the communications plan of the Council, including public relations, publications and electronic media including website and social media.

**Membership.** Oversee all membership activities, including recruitment and retention of members, development of membership services and the maintenance of membership records. Supervise the Manager of Membership in executing membership renewal and acquisition plans.

**Financial Management.** Responsible for fiscal management—operating within approved budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position. Ensure all required filings are made with government agencies, including tax returns and coordinate the annual financial audit and preparation of tax returns. Supervises a Bookkeeper and outside Accountant to ensure daily and monthly accounts payable and accounts receivable are tracked, reconciled, and accounted for.

**Personnel.** Attract and supervise Council staff and administer an effective personnel program. Supervise the work of a seven-person staff, manage coverage at all events, implement and monitor the Council's personnel policies including the 401(K) plan, payroll, health insurance and other benefit policies. Maintain and periodically review the employee handbook. Manage the work of outside IT and accounting consultants.

**B. Support the Council Board of Directors, Executive Committee and Leadership including:**

**Meetings.** Arrange and attend meetings, including the preparation and distribution of agenda, minutes and supporting materials.

**Board Communication.** Ensure the Board and Executive Committee are kept informed of the condition and operations of the Council, including regular financial reports, updates on committee activities and recommended changes in policies and programs. Timely report to the Board on participation in and financial results of all significant council activities.

**Implementation.** Implement policies and programs approved by the Board and Executive Committee.

**President.** Provide consultation, support, and assistance to the Council President in the fulfillment of his/her duties.

## **2. RESPONSIBILITIES TO THE FEDERAL BAR FOUNDATION**

### **A. Manage operations of the Foundation including:**

**Financial Management.** Develop budget for adoption by the Board of Directors and oversee its implementation and proper expenditure of funds, ensure all filings are made with government agencies and coordinate the annual financial audit.

**Fundraising.** Oversee and support the fundraising activities of the Foundation.

**Staff.** Provide staff support for the effective operation of the Foundation, including fundraising and volunteer public service activities.

### **B. Support the Foundation Board of Directors including:**

**Meetings.** Arrange and attend meetings, including the preparation and distribution of materials.

**Board Communication.** Ensure the Board is kept informed of the condition and operations of the Foundation, including providing regular financial reports and any recommended changes in policies and programs.

**Implementation.** Implement policies and programs approved by the Board, including coordination with organizations receiving Foundation funding.

**President.** Provide consultation and assistance to the Foundation President in the fulfillment of his/her duties.

## **SALARY AND BENEFITS**

The Council offers a competitive salary and benefits package, including 3 weeks' vacation, with an additional week of paid time during the week between Christmas and New Year's Day, full coverage under medical, dental, and vision plans, participation in a 401(k) plan, plus additional paid holidays and PTO. This position requires some travel and frequent evening hours. The successful candidate must be located or willing to locate in the New York City area.

The salary range for this position is \$185,000/yr to \$220,000, plus benefits, and is based on experience.

## **TO APPLY**

Applicants should email a statement of interest and resume to [FedBarEmployment@gmail.com](mailto:FedBarEmployment@gmail.com). Applications without cover letters will not be considered.