

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

Washoe County Bar Association

Position Summary

The Washoe County Bar Association (WCBA or Association), a non-profit voluntary organization of attorneys practicing in Northern Nevada is seeking a full-time Executive Director with strong interpersonal skills who is highly motivated to lead the WCBA.

Duties & Responsibilities

The Executive Director is responsible for ensuring that the Association serves the needs and interests of the Association membership pursuant to the WCBA Mission Statement, Vision, and the Association's Bylaws and as directed by the five voting member Executive Board (Board). The Executive Director works independent of direct supervision, but reports to the President and the Executive Board of WCBA, which is the primary policy-setting body of the Association.

The Executive Director oversees all aspects of WCBA, including the daily operations of the organization, including maintenance of the membership database, financial management, website maintenance, scheduling upcoming events including monthly luncheons, continuing legal education and other special events. Responsibilities include designing the bi-monthly newsletter, *The Writ*, and the annual pictorial directory using InDesign. Constant Contact (email marketing) is used for sending out dues notices, upcoming events, Court News, etc.

The Executive Director ensures that the programs, activities, and services of the Association directly benefit the members and their professional well-being. The Executive Director along with the Executive Board assess member needs; set annual and long-term strategic goals; set strategies of activities and programs to achieve these goals. Set annual budgets and maintain current and accurate financial records that reflect the financial condition of the Association. The Executive Director assists the WCBA President in preparation of agendas and financial review for monthly Board meetings.

The Executive Director position is a one-person office and works closely not only with the WCBA Executive Board, but also with various courts in northern Nevada, the State Bar of Nevada, non-profits and other agencies, local law firms, solo practitioners and responds to public inquiries.

Qualifications, Knowledge & Skills

- Minimum of 5 years' experience in business or association management or law office.
- Experience with budgeting and fiscal planning.
- Experience in the use of technology and social media encouraged.
- Familiar with database management program (FileMaker), Word Press (to maintain website), QuickBooks, Word, Excel.
- Strong organization and writing skills.

- Excellent verbal and written communication.
- Must be able to work independently.
- Proof of COVID-19 vaccination, strongly recommended.
- Ability to identify, analyze, and evaluate situations, issues, and opportunities important to the legal profession, our members, and the Association.
- Ability to think proactively and creatively.
- Ability to manage and grow the resources of the Association.
- Familiarity with issues and concerns affecting practicing lawyers and the legal profession in the Northern Nevada community in Washoe County and in general.
- Strong work ethic, integrity, honesty.

Benefits

- Hometown Health Insurance
- 401K plan with 5% Employer match
- Paid vacation and sick leave

Salary

Dependent on experience, estimated starting salary range of \$50,000 - \$65,000

To Apply

Please reply by sending cover letter with references and resume to Executive Director Gina MacLellan, email gina@wcbar.org. **The deadline for applications is Friday, October 15, 2021.**