

**Cleveland Metropolitan Bar Association**  
***Executive Director***  
**Job Description**

**Summary**

The Executive Director (“Director”) is the chief executive officer of the Cleveland Metropolitan Bar Association (CMBA or “Association”) and its charitable arm, the Cleveland Metropolitan Bar Foundation (CMBF or “Foundation”). The Director is responsible for the management of the operations and resources of the CMBA, its subsidiary insurance agency, and the CMBF.

**Responsibilities**

The Director manages a staff of more than 30 employees, an annual operating budget of approximately \$3 million and the assets of all entities.

He/She plans, formulates and recommends policies and programs, including financial and budgeting programs, consistent with sound fiscal management and the Association’s strategic plan. The Director is responsible for ensuring that the officers and the boards are kept fully informed of the conditions and operations of all entities. He/She is also responsible for generating revenue and fundraising.

As the CEO, the Director is responsible for the day-to-day operations of the Association and Foundation under the policies determined by the respective boards. The Director works with more than 50 committees and sections, and serves as the secretary of the Association and Foundation.

The Director is responsible for the assurance of the fiscal integrity and sound financial management of all entities. He/She oversees the development and management of appropriate budgetary and financial controls and procedures, including the annual audit, with the assistance and guidance of the treasurers, the fiscal policy committees and the boards. The Director ensures proper administration of all authorized procedures regarding funds management.

The Director advises the CMBA and CMBF officers and boards, sections and committees concerning the programs and policies of all entities. Furthermore, he/she maintains positive relations with other legal-related entities, bar associations, courts, government agencies, public service organizations and vendors to promote the best interest of the CMBA and CMBF. The Director also assists the nominating committee in its annual work, directs public policy development, and actively promotes the practice of law in the greater Cleveland area.

The Director is responsible for using best practices to hire, supervise, discipline and manage all staff within the adopted budget, guidelines and policies of the CMBA. In doing so, the Director should foster a workplace environment that promotes positive employee relations and focuses on outstanding performance.

## **Reporting Relationships**

The Director reports and is responsible to the boards of trustees of the CMBA and CMBF, and is supervised by the respective presidents. The Director is reviewed annually by the CMBA executive committee.

## **Travel**

As required (generally to conferences in Ohio and in conjunction with the National Association of Bar Executives and the American Bar Association)

## **Qualifications**

- Established record of administrative, management and financial supervisory experience
- Past experience with a professional or nonprofit organization, or comparable experience
- Proven, practical knowledge of program management, marketing, public relations, appropriate technology and publications
- Excellent leadership, communication, organization and management skills
- Demonstrated history of effective relationship management and interpersonal skills in complex organizational structures
- Demonstrated experience and ability in volunteer management
- Demonstrated experience in multi-tasking and teamwork
- Law or other advanced degree preferred

## **Application**

The deadline for applications is December 31, 2009. Materials submitted should include a letter of interest, résumé, five-year compensation history, compensation expectations, and the contact information for five references. The CMBA will offer salary commensurate with qualifications and experience. The CMBA is an equal-opportunity employer.

Applications should be sent to [search@clemetrobar.org](mailto:search@clemetrobar.org).

No phone calls please.

## ***Related CMBA Regulations (Article V):***

*An Executive Director shall be appointed by the Board of Trustees who shall serve at the pleasure of the Board of Trustees and shall have such duties and authority as may be determined by the Board of Trustees from time to time. The Executive Director shall manage the day-to-day business of the Corporation and shall have exclusive authority to hire, discharge and manage the staff. The Executive Director shall be a non-voting ex-officio member of the Board of Trustees, the Executive Committee and each committee, section or other sub-group of the Corporation. For purposes of the orderly administration of the business of the Corporation, the Executive Director shall report to and shall be supervised by the President, except as the Board may otherwise determine. The Executive Director need not be a lawyer. The terms of employment and compensation of the*

*Executive Director shall be approved by the Board of Trustees. The Executive Director shall be indemnified by the Corporation to the same extent indemnification is provided to members of the Board of Trustees and the Officers in the Corporation's Articles of Incorporation.*

***Related CMBF Regulations (Article IV):***

*An Executive Director shall be appointed by the Board of Trustees of the Foundation, who shall serve at the pleasure of the Board and shall have such duties and authority as may be determined by the Board from time to time. The Executive Director shall manage the day-to-day business of the Foundation. The Executive Director shall be a non-voting ex officio member of the Board of Trustees of the Foundation and of each committee of the Board. For purposes of the orderly administration of the business of the Foundation, the Executive Director shall report to and shall be supervised by the President, except as the Board may otherwise determine. The Executive Director need not be a lawyer. The terms of employment and compensation of the Executive Director shall be approved by the Board. The Executive Director shall be indemnified by the Foundation to the same extent indemnification is provided to Trustees and officers.*