

Dauphin County Bar Association
Executive Director
Position Description

Summary

The Executive Director is the chief executive officer (CEO) of the Dauphin County Bar Association (DCBA or "Association") and its charitable arm, the Dauphin County Bar Foundation (DCBF or "Foundation"). The Executive Director is responsible for managing the operations and resources of the DCBA and the DCBF, and acts in the best interests of both organizations and the membership in accordance with the policies and directives of the Boards of both entities.

DCBA is located in Harrisburg, Pennsylvania. The Executive Director maintains a strong on-site presence in the office and at Association events. Events are generally held during the business day and in early evenings. Occasional travel, weekend events, and other related meetings and conferences occur from time to time.

Responsibilities

1. The Executive Director is responsible for the day-to-day operations of the Association and Foundation under the policies determined by the respective Boards. The Executive Director shall be a non-voting member of the Boards of both entities, as well as the Executive Committee of the Association and each committee, section or other sub-group of the Association. The Executive Director is responsible for ensuring that the officers and Boards are kept fully informed of the conditions and operations of all entities.
2. The Executive Director is responsible for using best practices to hire and manage all staff within the adopted budget, guidelines and policies of the DCBA. The Executive Director will foster a workplace environment that focuses on outstanding performance and promotes teamwork, positive employee relations, and high morale.
3. The Executive Director is responsible for the management of the physical facilities, furnishings and equipment of the Association in a cost-effective manner and executes contracts and appropriate commitments to do so. The Executive Director ensures the use of up-to-date technology, including relevant communication tools and website content.
4. The Executive Director is responsible for the assurance of the fiscal integrity and sound financial management of all entities and, with the assistance of the Treasurer and the Budget and Finance Committee, oversees the development and management of appropriate budgetary and financial controls and procedures, including the Annual Financial Review. The Executive Director supervises all payroll functions and membership dues billings, ensures payment of appropriate invoices, and ensures that all requisite tax returns are timely filed for all entities.

5. The Executive Director helps to develop the agenda and policies of the Board and supervises the administration of Association continuing legal education, lawyer referral, and pro bono/public service activities.
6. The Executive Director facilitates collegiality among DCBA members, models respectful behavior, and provides leadership that promotes diversity and embraces inclusive and culturally competent practices.
7. The Executive Director acts as the primary contact and conduit for the Officers and Directors of the Association and assists them in the performance of their duties, including: attending all Board, Committee, and Section meetings; providing timely reports and updates of all conditions and operations; overseeing the formulation of long-range planning and directing strategic planning efforts; and effectively executing all decisions by the Board of Directors.
8. The Executive Director maintains positive relations with other legal and legally adjacent entities (including local bar associations; the PBA, ABA, NABE and PABE; local law schools and students), government officials, public service organizations and vendors to promote the best interests of the DCBA and DCBF.

Other Duties

1. The Executive Director also acts as:
 - Editor of *The Dauphin County Reporter*,
 - Administrator of the Employee 401K with Profit Sharing Plan,
 - Treasurer for Zone 3 of the Pennsylvania Bar Association (PBA) House of Delegates,
 - Coordinator of the *Capital Area Managing Partners (CAMP) Diversity Initiative*,
 - Administrator for the affiliated *Hon. William W. Lipsitt* American Inn of Court, and
 - Steward of a Catering Club License from the Pennsylvania Liquor Control Board.
2. The Executive Director performs other duties as directed by the Boards of the Association and Foundation.

Authority

The Executive Director derives authority from and reports to the Board, the Executive Committee, and President of the Association. The Executive Director may execute agreements, make commitments, and sign vouchers as may be necessary for the fulfillment of assigned responsibilities.

Qualifications

1. Knowledge of non-profit/membership-organization management, including long-range planning, budgeting/finance, human resources, and communications/public relations.
2. Digital and tech literacy and general familiarity with association management systems.
3. Ability to effectively and persuasively communicate.
4. Willingness to give and take appropriate guidance and engender a collaborative mindset.
5. Ability to promote a culture of customer service and to multi-task, stay on schedule, and meet deadlines.
6. Understanding of and support for diversity, cultural competency, and related concepts and practices.
7. Law degree is welcome, but not required.