

Executive Director

The Franklin County Bar Association (FCBA) and the Franklin County Bar Association Advocates (FCBAA) seek applications for a new Executive Director. The Executive Director is responsible for the daily operations, affairs and resources of two non-profit organizations: Franklin County Bar Association Advocates, Inc., and the Franklin County Bar Association, Inc. This is a full-time position (40 hours per week). Approximately 75% of the work revolves around the Bar Advocate program which provides legal representation to indigent people charged with criminal conduct. Salary is \$48 - 54,000 with no benefits.

Summary:

The Franklin County Bar Association Advocates, is responsible for administering the delivery of criminal and delinquency defense legal services to indigent clients in the courts of Franklin County; and low income elders, children and domestic violence victims in civil matters. The Franklin County Bar Association, a professional membership organization, provides services to attorneys in Franklin County, including a Lawyer Referral Service. The Executive Director formulates and recommends policies and programs, including financial and budgeting activities, consistent with sound fiscal management and the associations' missions.

The qualified candidate must possess excellent leadership, communication, organization and management skills; a record of administrative, management and financial experience; practical knowledge of program management, marketing, public relations and social media; proficiency in general office computer software such as QuickBooks, Microsoft office computer programs; familiarity with the Massachusetts court system and basic legal concepts; an ability to interact professionally and effectively with court personnel, attorneys, judges, and members of the public, and the ability to handle confidential information with great care. Past experience with a professional or nonprofit organization or comparable experience preferred. The candidate must be available for occasional evening work. The FCBAA and FCBA share office space and staffing.

Responsibilities:

- Manage the contract with the Committee for Public Counsel Services by coordinating a calendar for attorney coverage in courts; creating various monthly, quarterly, and yearly reports as required by the Committee;
- Overseeing the annual budget for the Franklin County Bar Advocate Board of Directors and the Franklin County Bar Association Executive Committee;
- Administer the Massachusetts Bar Foundation funded grant serving low-income victims of domestic violence, elders and children;
- Provide Bar Association member services, including event coordination, fundraising, committee planning and drafting an online monthly newsletter;
- Operating a Lawyer Referral Service.

The Executive Director is responsible for ensuring that the officers and the boards of the FCBA and FCBAA are kept fully informed of the conditions and operations of all entities. The Executive Director maintains positive relations with other legal-related entities, bar associations, courts, government agencies, and vendors to promote the best interests of the FCBA and FCBAA.

Please submit letter of interest and resume along with three references to fbar@franklincountybar.org by Wednesday, June 2, 2021. The FCBAA is an Equal Opportunity Employer.