

**Executive Director
Bar Association of Baltimore City (BABC)
Cummings Courthouse, Room 627
111 North Calvert Street
Baltimore, Maryland 21202
(410) 539-5936**

ABOUT US

The Bar Association of Baltimore City (BABC) is the oldest bar association in the State of Maryland. The mission of the BABC is to provide quality legal education, advocacy, and services to its members; promote professionalism, equality, and diversity among its members; foster collegiality; and advance the public image of the profession and provide law-related services and education to the public. The membership of the BABC is comprised of over 2,500 attorneys, judges, law students, para-professionals and business affiliates.

DESCRIPTION

The Executive Director reports to the governing Executive Council and is responsible for the efficient and effective operation of the BABC and its charitable arm, the Baltimore Bar Foundation (BBF). Duties include, but are not limited to, managing the day-to-day operations of the BABC and BBF, supervising staff, planning and marketing events, and assisting in the retention and growth of membership. This is a full-time position with flexible hours.

RESPONSIBILITIES

Key responsibilities include:

- Event planning and marketing, including overseeing regularly occurring events and seminars
- Budget development
- Accounting and bookkeeping oversight
- Participation on Executive Council
- Positive interaction with BABC staff and members, the public, government officials, courthouse personnel, attorneys and judges, vendors and other bar associations
- Supervision of a staff of eight
- Regular communication with officers, committee chairs and members

- Identifying and pursuing membership growth opportunities
- Occasional weekends and evenings required

REQUIRED QUALIFICATIONS

- Demonstrated experience in one or more of the following areas: marketing, event planning, fundraising and publication of newsletters
- Superb organizational skills
- Excellent verbal and written communication skills
- Ability to multi-task on a daily basis and meet frequent deadlines
- Managerial/supervisory experience
- Basic knowledge of accounting and bookkeeping
- Ability to work both independently and with a team
- Proficiency with common software applications, including Word, PowerPoint and Excel, Zoom

SALARY

Salary range \$65,000 to \$85,000 based on experience and ability

BENEFITS

- Parking
- Health Insurance
- Life Insurance
- Long Term/Short Term Disability Insurance
- SIMPLE IRA Plan with up to 3% match

START DATE: Early April 2021

CLOSING DATE: November 16, 2020

CONTACT INFORMATION

Submit a cover letter and resume, including references to:

babcwantsyou@baltimorebar.org

No phone calls please; only candidates selected for interviews will be contacted after November 16, 2020