

Executive Director
Orange County Bar Association and Orange County Bar Association Charitable Fund

Position Summary

The Orange County Bar Association (OCBA) seeks a dynamic, enthusiastic, collaborative executive director to provide leadership and vision for serving the Orange County legal community.

The executive director is the chief staff executive and is responsible for strategic, operational, and staff leadership and management of the OCBA and its charitable arm, OCBA Charitable Fund (OCBA CF), including development and implementation of the organization's strategic direction, oversight of day-to-day programs and operations, and cultivating strong relationships with its strategic, corporate and community partners and its affiliated bar associations. The executive director assists the OCBA Board in serving its mission and carrying out its responsibilities.

Organizational Overview

The Orange County Bar Association is a 501(C)(6) voluntary professional membership organization for lawyers, judges, and law students with over 7,000 members. Its mission is "to enhance the system of justice, to support the lawyers who serve it, and to assist the community served by it." The OCBA is among the largest metropolitan bar associations in California and the country.

The OCBA is a 501(c)(6) corporation with an annual budget of \$2.7 million and a 17-member staff. The primary sources of revenue are dues and non-dues revenue-generating activities such as the Lawyer Referral and Information Service, Continuing Legal Education program, and sponsorships. Related to the OCBA and integral to its mission is its charitable arm, the Orange County Bar Association Charitable Fund (OCBA CF), which is a 501(c)(3) corporation.

The association is governed by a 25-voting member Board of Directors. There are 22 standing committees, 4 task forces, 27 substantive and practice-related sections, and two divisions.

The executive director is accountable to the OCBA Board of Directors.

Key Duties

- Provide strategic leadership to the Board of Directors regarding opportunities, challenges, and threats.
- Build the governing capacity of the Board of Directors, committees, divisions, and sections through policies and best practices.
- Attend OCBA Board, committee, and section meetings.
- Represent the OCBA at affinity bar association and community partner events.
- Collaborate with the president and other officers to assist them in fulfilling their roles and responsibilities.
- Develop staff operational and program goals and objectives congruent with the strategic plan and the budget.
- Oversee the day-to-day operations and administration of the OCBA.
- Recruit, hire, train, and manage OCBA staff, including setting performance standards and compensation structure.
- Exercise financial oversight of the OCBA and the Charitable Fund investments and assets.
- Facilitate programming and services that support members' professional development, volunteerism, and well-being and advance the legal profession.
- Advance diversity, equity, and inclusion in organizational leadership and the profession.

- Exercise sound financial and risk management oversight in compliance with best practices and applicable federal, state, and local laws and regulations.
- Foster a high-functioning, dynamic, inclusive, collaborative staff and volunteer culture.
- Assure adequate resources, training, and support to retain and develop staff.
- Oversee management and maintenance of 13,000 square-foot headquarters building in Newport Beach.

Required Skills

- Change management
- Strategic leadership and problem-solving
- Excellent interpersonal skills for developing and managing collaborative relationships
- Financial and risk management and budgeting
- Board and volunteer management
- Excellent verbal, written, and presentation skills
- Familiarity with the legal profession, court administration, lawyer regulation, and emerging practice trends

Candidate Profile

The candidate will be innovative, diplomatic, and flexible. The candidate must also exemplify integrity, professionalism, and a commitment to an inclusive culture.

Experience

Experience as the chief staff executive or senior management with a non-profit association, foundation, government agency, or law-related organization is preferred. A minimum of ten years of experience with supervisory and administrative responsibilities is required.

Education & Qualifications

A bachelor's degree is required, and an advanced degree such as a JD, MBA, or MPA is a plus.

Equal Employment Opportunity Policy

It is the policy of the OCBA to extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, national origin, sex (including sexual orientation), pregnancy, childbirth, or other related conditions; age; disability or handicap; genetic information; citizenship status; service member status; or any other category protected by federal, state, or local law.

Salary

Salary range is \$190,000-\$210,000 with a discretionary bonus. The competitive benefits package includes health, vision, and dental insurance, life insurance, long-term disability insurance, 401(K) with employer contribution, PTO, and paid holidays.

Apply by February 3, 2024

Submit a cover letter, resume, and salary requirements to elizabeth@elizabethderrico.com
Direct all inquiries to Elizabeth Derrico. Submissions are confidential.

Contact

Elizabeth Derrico, Elizabeth Derrico & Associates Email: elizabeth@elizabethderrico.com