



Executive Director

The Norfolk & Portsmouth Bar Association (NPBA) is a local professional organization of approximately 700 members that has been serving the local legal community since 1898. The NPBA provides its membership with networking luncheons and events, annual Continuing Legal Education courses, a bi-monthly newsletter, and more including volunteer and pro bono service opportunities.

The Norfolk & Portsmouth Bar Association Executive director serves the membership of the Norfolk & Portsmouth Bar Association and reports directly to the association's Executive Committee. The Executive Director is expected to be able to work both independently with minimal direct supervision and as part of a team to coordinate NPBA events and initiatives.

Job Duties & Responsibilities:

- **Finances:**
 - Ensures accurate accounting records through thorough record keeping.
 - Drafts annual budget proposals for the NPBA Executive Committee.
 - Disburses funds as needed to facilitate NPBA Administrative operations and at the direction of the Executive Committee.
 - Accurately records NPBA income and ensures that deposits are made to the bank in a timely manner.
 - Drafts financial reports for the Executive Committee at each EC meeting or upon request.
 - Produces and files all necessary administrative paperwork for the NPBA.

- **Supervision:**
 - Supervises the Administrative Assistant.

- **Operations:**
 - Establishes, maintains, and oversees administrative systems for member management.
 - Advises the Executive Committee on NPBA operations, development, and strategy.

- Maintains a well-structured and up-to-date database of NPBA members, their membership levels, member financial transactions, and committee involvement.
- Maintains the NPBA Website.
 - Oversees website appearance, content, and operation.
 - Maintains a digital archive of the *Bar Bulletin*.
- Coordinates and maintains a calendar of events for NPBA functions.
- Develops logistical plans and leads on-the-ground operations at NPBA events.
- Communicates in a professional manner with members through email, phone, and in-person.
- Responds to requests for information and assistance from NPBA members in a timely and professional manner.
- Ensures that in-person and virtual events are properly scheduled and coordinated either through NPBA resources or external vendors.
- Applies for CLE credit approval with the Virginia State Bar Mandatory Continuing Legal Education Board.
- Provides engaging member content through email and newsletters.
- Coordinates, typesets, publishes, and distributes the *Bar Bulletin* digitally.
- Promotes NPBA membership to prospective NPBA members.
- Provides administrative assistance to the Norfolk & Portsmouth Bar Association Foundation, Norfolk & Portsmouth Bar Association Young Lawyers Section, and Norfolk Law Library.
- Attends all NPBA Committee Meetings and provides administrative support to committee chairs.
- Oversees IT administrative operations of the NPBA including website domain registration, email accounts, business essential software, and purchase/operation of necessary hardware.
- Maintains a professional awareness of bar association management practices and engages in professional associations and professional development.
- Other duties as assigned by the Executive Committee.

Salary: Competitive and commensurate with experience.

Benefits: There are no benefits currently offered with this position.

This position is open until filled. Review of applications will begin immediately.

Qualified candidates should submit a resume, cover letter, and three (3) professional references to the contact@norfolkandportsmouthbar.org.