

Utah State Bar Executive Director

Position: The Utah State Bar is seeking applications for the position of Executive Director. The position is the principal administrative and operations officer of the Bar and, under direction of the Bar Commission, is responsible to carry out the mission of the Bar and provide supervision of the day-to-day regulatory operations, public services, and lawyer benefits and events; administer annual budgets; and oversee the operations and maintenance of the Utah Law and Justice Center.

Qualifications: J.D. with minimum 10 years of relevant experience required (member of the Utah State Bar a plus); successful experience managing staff, projects and processes in a public, private, or non-profit organization; exceptional administrative, communications, and organizational skills; experience and in-depth understanding of the court system, the legal profession, and the public's legal needs.

Essential Duties and Responsibilities: Serves as Chief Operations Officer for day-to-day operations of the Bar, including "outward-facing" responsibilities and internal management of effective regulatory, public and lawyer-directed programs, services, and projects; serves as chief fiscal officer of the Bar; serves as primary staff person in assisting the Bar President, Bar President-elect and the Bar Commission members in fulfilling their duties; oversees special projects and distinct programs as directed; coordinates long-range planning and carries out short and long range goals; coordinates relations and communications with various Bar-related groups.

Required Abilities: Respects, embraces and promotes inclusion and diversity; understands and is able to practically manage financial issues, budgets, and provide sound fiscal oversight and leadership; has a comprehensive understanding of current and historic trends, policies, and issues involving the legal profession and their implications at the national and state levels; is an effective team builder, familiar with human resource policies and practices with an emphasis on attracting, developing and sustaining a high-performing team of staff professionals; possesses extraordinary communication skills, both written and oral; is a good listener; has the highest ethical standards and unquestioned integrity, whose personal values and professional passions are aligned with the mission of the Bar with an emphasis on professionalism, access to justice, and respect for the rule of law; is flexible and congenial; manages competing priorities effectively and regularly; is well-organized with strong attention to detail; possesses a high degree of poise, diplomacy, and tact.

Salary and Benefits: Salary depends upon on experience. Benefits include leave, insurance coverages, contribution to a 401K, continuing legal education fees, and Bar license fee.

Organization: The Utah State Bar is a 501 (c) (6) non-profit corporation to which the Utah Supreme Court has delegated the regulation of the practice of law and services for the public and benefit programs for lawyers. The Utah State Bar is an Equal Opportunity Employer. More information is available at www.utahbar.org. The full position description is available at www.utahbar.org/ED.

Contact: Please send resumes and letters of interest to Executive Assistant Christy Abad at Christy.Abad@utahbar.org by Monday, February 28, 2021.