Selection Criteria for the Executive Director
National Bar Association

Through a rigorous, confidential review and screening process, the NBA Search Committee is seeking a Executive Director who will shepherd the organization beyond its current phase and into its next period of growth and effectiveness. Specifically, the executive function’s charge and responsibilities include but are not limited to:

- Effectively building a strong and sustainable funding base for the organization by demonstrating the ability to generate and/or procure ample revenue and resources required to support the mission and work of the National Bar Association; direct leadership role in the organization’s development programs, including its annual fund-raising efforts, endowment, capital, and planned giving;
- Possessing a track record of success in managing complex organizations, including fund development, budgets, mission-based programming, infrastructure administration and constituent relations;
- Demonstrating access to a nationwide network of leaders, influencers and stakeholders in the public, private, legal and not-for-profit sectors;
- Possessing strategic planning experience, including the ability to think and act strategically and help others, including the staff, do so;
- Providing the NBA President and the Board of Governors support to develop a strong leadership infrastructure to maintain long-term organizational success;
- Possessing ability to consistently deepen relationships with a growing community of attorneys, community organizations as well as individual and organizational donors and foster existing and new collaborations with organizational partners;
- Understanding of the planning and implementation process through which the National Bar Association carries out its mission;
- Facilitating the policy formulation process, and recognizing the key role the National Bar Association plays in its development;
- Overseeing and expanding NBA branding efforts and public communication, including the NBA website, digital communiqués and social-media activities;
- Displaying a passion for the mission and work of the National Bar Association, and excellent communication and interpersonal skills to convey that passion to the public, media, legislature and other partners and stakeholders.

The ideal candidate will have relevant experiences in organizational leadership, executive management and/or development with a proven track record of achieving results; collaboration-building abilities; emotional maturity; an entrepreneurial spirit; and a global outlook. It is further anticipated that the Executive Director will seek to gain a deeper understanding of and personal experience with, the NBA culture and governing documents over time.
**About the Search Process.** A search committee, including members of the NBA’s Board of Governors, will oversee the review and screening process and make a recommendation to the full Board. Interested candidates are invited to submit by email the documents below (preferably in one consolidated PDF attachment) no later than January 15, 2020. The email should be sent to EDSearch@nationalbar.org with “Executive Search” as the subject line.

- A cover letter, addressed to the Executive Search Committee, Tricia “CK” Hoffler, Chair, expressing interest in the position and presenting:
  
  (a) A compelling case for why the candidate is the right person for the position (previous successful experiences in Executive Director or leadership roles in terms of fundraising, membership recruitment, organizational management, partnership building, and other relevant areas), addressing key questions such as:
    
    * What has been your experience leading/building an organization into a growth phase in terms of membership and revenue generation?
    * What is your experience in raising funds to ensure a multi-year stable, reliable source of funding for the organization?
    * What has been one of your professional challenges and how was it addressed?
  
  (b) Clearly articulated responses to the following questions regarding the NBA’s work:
    
    * What in your opinion is a major challenge facing a nonprofit like the NBA and how would you propose to address that challenge?
    * Which of your proven competencies is the best fit for the NBA at this point of its growth and why?
    * What do you see as opportunities for growth for the National Bar Association?

- A detailed résumé or CV listing professional posts; describing job responsibilities and accomplishments in key posts; providing all pertinent academic credentials and professional development training; and sharing any other data the candidate deems relevant.

- A list of three professional references (full names, current positions and titles, email addresses, and phone numbers), describing context of relationship with each.

Names of candidates and all documents and information relating to the search will be treated in complete confidentiality by members of the committee, staff, and board, throughout and following the conclusion of the search.

The NBA vigorously embraces diversity of opinions and ideas throughout its programmatic planning and implementation. We highly value and fully support diversity across all aspects of race, ethnicity, gender, sexual orientation, national origin, age, abilities, and military status.
Selection Criteria. The successful candidate will exhibit qualifications and proven skills that promise to be the best fit for the organization at its current stage of development. Criteria such as financial acuity and fundraising abilities, programmatic experience and managerial skills, professional outlook and personal character, leadership qualities, community service, and communications ability will inform the selection outcome.

The following is the minimum set of qualifications and skills expected:

Essential:

- No less than ten years in an executive or senior management capacity.
- Demonstrable experience with managing successful fundraising efforts and effectively building and managing budgets in support of strategic priorities and programming.
- Applied knowledge of nonprofits and proven success in leading an organization into/during a growth phase.
- Successful prior engagement with a Board of Governors or senior management cabinet.
- Strong written and oral communication and public-speaking skills [A sample of writing may be requested during the review process].
- Entrepreneurial spirit, action-oriented and self-starter.
- High commitment to the vision and mission of the National Bar and its values.

Preferred:

- An advanced academic degree in a field related to the work of the National Bar or the requirements of the position.
- Certification related to association management or the requirements of the position.

SUBMIT MATERIALS TO: EDSEARCH@NATIONALBAR.ORG