



Job Announcement:

Deputy Director of the Idaho State Bar and the Idaho Law Foundation

Location: Boise, Idaho

Position Type: Full-Time, Exempt

Application Deadline: December 1, 2025

About the Role

As Deputy Director, you will be a key member of our leadership team, serving as the Executive Director's trusted partner. You will help manage the day-to-day operations of the ISB and ILF, support staff, and represent the organizations publicly and professionally. This is a unique opportunity for an attorney who is ready to make a career shift—someone who is smart, curious, driven, committed to public service, and eager to learn about the business of running the ISB and ILF.

Key Responsibilities

- Collaborate closely with the Executive Director to execute the ISB/ILF missions, visions, and strategic plans.
- Provide candid, constructive feedback to the Executive Director and contribute to executive decision-making.
- Learn and understand the full scope of both organizations to confidently make decisions and lead in the Executive Director's absence.
- Work with the Executive Director to staff committees and/or task forces, revise office policies and procedures, and assist with various ISB/ILF programs.
- Assist the Executive Director in preparing for Board meetings and other governance functions, including running meetings in the Executive Director's absence.
- Support and manage staff, including non-attorneys, with empathy and professionalism.
- Maintain a regular in-office presence to learn the business, develop relationships, and work closely with staff, and provide continuity when the Executive Director is traveling.
- Engage with electronic forms and file systems, databases, and spreadsheets to improve organizational efficiency.
- Represent the ISB and ILF with integrity, character, and professionalism when interacting with members, key stakeholders, and the public.

Ideal Candidate Profile

- Flexible – this is a new position. Aspects of the job and particular duties will evolve.

- You must be comfortable managing multiple, varied, and competing tasks. If you want certainty about what you will be doing each day, this is NOT the job for you.
- An attorney licensed to practice law, with a strong interest in organizational leadership and management.
- Technologically competent and curious, comfortable with Excel, databases, and learning new systems.
- Highly organized, with excellent follow-through and attention to detail.
- Compassionate and kind, with a deep commitment to public service and the missions of the ISB and ILF.
- A strong communicator, capable of being the “face” of our organizations.
- A lifelong learner, excited to study new topics and grow professionally.
- Creative – think outside the box mentality.
- A “roll up your sleeves” attitude – willingness to work hard, get involved in challenging tasks, problem solve, and take action.

Qualifications

- Must be a licensed attorney with at least 5 years of professional experience.
- Willingness to attend events or meetings during non-business hours and ability to travel within and outside of Idaho.
- Preferred: Experience with technology, including databases, spreadsheets, and electronic document and file systems; experience managing people, including non-lawyers, or a strong desire to learn and grow in this area.

If you're ready to take on a new challenge, work with great people, commit to public service, help shape the future of the ISB and ILF, and grow into a leadership role, this is the job for you. Salary range: \$110,000-\$135,000 DOE; State of Idaho insurance and PERSI benefits available.

To Apply:

Please submit a cover letter, resume, and three professional letters of reference to sbeckwith@isb.idaho.gov. For questions about the position, contact Maureen Ryan Braley, Executive Director.