

Job Announcement – Executive Director for both the Idaho State Bar and the Idaho Law Foundation, Inc., Boise, Idaho

The Executive Director is the chief executive officer and is responsible for the staff leadership, management, and day-to-day operations of the Idaho State Bar (ISB) and Idaho Law Foundation (ILF). Communicates long range vision and strategy that enables ISB/ILF staff and hundreds of volunteers to fulfill the missions of the Idaho State Bar, [ISB - About Us](#) and Idaho Law Foundation, [ILF - About Us](#). Formulates and implements programs and policies adopted by both Boards. Promotes image and reputation of ISB/ILF within the legal profession, broader community, and nationally. Oversees a combined staff of roughly 30 employees: Splits time between ISB and ILF duties roughly 75/25. Manages a total budget in the range of \$6-7 million; Oversees regulatory and member services for 7,200 active lawyers and judges across the entire state.

Key responsibilities include:

- Overseeing operations, programs, and services of the Bar and Foundation.
- Fostering a high functioning, dynamic, inclusive, positive, and collaborative staff and volunteer culture.
- Exercising sound financial management, oversight, and compliance with applicable laws.
- Advising and supporting the 5-member Board of Commissioners and 13-member Board of Directors.
- Developing operational goals and objectives congruent with Board-approved strategic plan and budget.
- Ensuring compliance with Idaho Supreme Court rules.

Requirements:

Minimum five (5) years of experience in senior management required. Minimum five (5) years related member services management experience (preferably in the public sector, association, regulatory entity, or a non-profit). JD and/or MBA preferred. Previous legal or professional association experience preferred. Training, program development, personnel, and financial management experience desired.

- Strong leadership, interpersonal, and team development skills.
- Demonstrated ability to communicate with lawyers, judges, legislators, and the public based on experience.
- Demonstrated competence from education, experience, and training in reading, creating, and understanding financial documents, including budgets, cash flow, income statements, balance statements, and statements of functional expenses
- Experience recruiting, onboarding, retaining, managing, and developing employees and volunteers

Salary commensurate with experience. Excellent state-employee benefits, including retirement.

Please submit a resume and cover letter, including salary requirements and three letters of reference, no later than July 26, 2024, to:

Idaho State Bar Executive Director Search
edsearch@isb.idaho.gov
P.O Box 895
Boise, ID 83701