

Executive Director Job Posting

About the Allen County Bar Association (“ACBA”) - Fort Wayne, Indiana

The ACBA is a voluntary membership organization with over 600 attorneys, judicial members and their professional staff. The Executive Director is the key management leader of the ACBA. The ACBA is a 501(c)(6) not-for-profit organization and is governed by an Executive Board comprised of 12 voting members. The Executive Director is also the key management leader of the Allen County Bar Foundation (ACBF). The ACBF is a 501(c)(3) not-for-profit organization and is governed by an Executive Board comprised of 17 voting members.

Requirements and Duties

Reporting directly to the ACBA and ACBF Board President and the Executive Board.

Overseeing the management of the committee meetings and related functions.

Overseeing and originating relevant legal education seminars.

Staff Management

Delegating ACBA activities to staff members to ensure that the office performs efficiently and that all employees work in compliance with the ACBA’s Employment Policies.

External Relationships

Promoting and fostering a positive, collegial and professional atmosphere amongst and between the staff and members of the ACBA

Developing and maintaining a good working relationship with the judiciary, court administration, local government and the Clerk of Court’s office.

Fiscal Management.

Responsible for the preparation and presentation of the annual budget and executing and reviewing contracts and overseeing financials and payroll as well as tax filings.

Provide financial oversight by preparing, reviewing and presenting monthly financial reports and key performance indicator reports to the Executive Board.

Additional Duties

Oversee the Lawyer Referral Service.

Oversee the maintenance of the ACBA building.

Assist in raising funds for the ACBA and ACBF.

Work with staff to distribute electronic newsletters to the membership.

Preferred Skills Sets, Knowledge and Abilities

Leadership (possess and demonstrate leadership qualities including presence, vision, leading and managing staff and volunteers).

Membership development (has a track record of membership recruitment, retention, and growth).

Executive Board management (has experience of working collaboratively with a volunteer Executive Board).

Management experience (has staff oversight and general management experience; strong human resource development skills).

Planning (has experience in developing and implementing operational, financial, and strategic plans).

Communication (is an effective communicator with internal and external constituents including members, Executive Board, government entities, staff, the media, and the public; has exceptional writing, speaking, and presentation skills).

Fiscal management (has demonstrated the ability to manage the financial affairs of an organization, i.e., develop revenue sources and control expenditures to preserve financial stability). Can complete or oversee financial books and payroll.

Salary and Benefits

The compensation package includes fourteen federal holidays, generous PTO, 401(k) or Roth IRA with 3% employer match. Salary will be offered commensurate with qualifications and experience and will range from \$50,000 to \$75,000.

Application Instructions - Application Deadline - March 28, 2025

Interested applicants should email a cover letter expressing your interest in this position along with your resume/CV and the name, title, street address, telephone number and email address of three (3) non-family member, professional references who may speak to your qualifications and experience. Please include your salary requirements. Please direct this information and any questions to the ACBA Executive Director Search Committee at: acba@allencountybar.org or 924 South Calhoun Street, Fort Wayne IN 46802. The ACBA is an equal opportunity employer. We prohibit unlawful discrimination. The ACBA complies with all applicable laws providing equal employment opportunities.