

Introduction

The Allegheny County Bar Association (“ACBA” and/or “Association”) and its charitable arm, the Allegheny County Bar Foundation (“ACBF” and/or “Foundation”), are searching for a qualified candidate to serve as its Assistant Executive Director with the opportunity to transition to the Executive Director role upon the current Executive Director’s retirement in or about January 2026. The successful candidate should be an individual who understands association management and the legal profession, has successfully implemented a strategic plan, and can maintain and strengthen relationships with other law-related organizations, the courts, and staff.

This opportunity will afford the unique ability to shadow and work directly with a nationally recognized Executive Director who has over thirty-five (35) years of institutional knowledge and experience with the ACBA, a trade organization that carries nationwide reputational prestige. The ACBA is viewed as one of the pre-eminent voluntary metro bar associations in the country with over 5,400 members of the local bench and bar, and comprised of over seventy (70) committees, sections, and divisions focused on substantive areas of practice, unique interests, attorney wellness, and affinity group support. The Association and Foundation have a combined staff of approximately seventy (70) employees and combined assets of approximately \$12 million. This role is an opportunity to learn from the best and work with the best. The ACBA’s committed staff and volunteer members are active, engaged, and excited to both support and work alongside the successful candidate.

Position Summary

The Assistant Executive Director will assist in overseeing both the Association and Foundation, as well as the ACBA’s two political action committees. The Assistant Executive Director will aid and support the current Executive Director, which will include oversight of the overall operations of the ACBA/ACBF and assistance in the planning, implementation, and coordination of programs and activities of the organizations. The major responsibilities of this role will include but are not limited to coordinating and assisting in personnel management, financial management, and leading special projects, including strategic planning. Within this role, the Assistant Executive Director shall serve as a liaison to several committees, sections, and divisions within the ACBA.

Exempt position, reporting to the Executive Director.

Qualifications

Bachelor’s degree required, advanced degree desired.

Experience:

- Successful management in a comparable organization;
- Work in support of matters involving Diversity, Equity, and Inclusion; and
- History of successfully generating new revenue streams and improving financial results.

Knowledge of:

- Non-profit financial matters, including budgeting, investments and auditing;
- Non-profit financial management and governance;
- Building of strategic alliances and partnership with community stakeholders; and
- Issues relating to prejudice and discrimination faced by members of the bar and surrounding communities.

Skills and Desired Traits:

- Possess executive presence- this is a high visibility role;
- Energetic and dedicated;
- Ability to build rapport with a wide variety of individuals, ranging from politicians, judges, and corporate leaders to indigent members of our community that benefit from the Foundation's services; and
- Ability to multitask, collaborate and build consensus.

Essential Job Responsibilities

- Recruit, train, and manage subordinate employees, working alongside the Executive Director and Human Resources on employee issues related to performance, leave, benefits, and evaluations;
- Act as a proxy for the Executive Director as needed, including attendance at evening events and on weekends;
- Travel to local and national events and conferences, including those hosted by the Pennsylvania Bar Association and the American Bar Association;
- Active participation in the Pennsylvania Association of Bar Executives and the National Association of Bar Executives;
- Collaborate with the Executive Director to sustain, promote, and grow programs and services;
- Act as a liaison for the ACBA to the bench, law firms, and other civic organizations;
- Engage in legislative and governmental affairs, including travel to functions relating thereto;
- Foster an inclusive environment, promoting the Association's and Foundation's Diversity, Equity, and Inclusion initiatives;
- Provide staff assistance to various ACBA and ACBF boards, committees, sections, and divisions;
- Assist with directing the annual auditing process;
- Assist with preparing the Annual Operating Budget and Capital Projects Budget;
- Assist with managing accounts and investments of the organization; and
- Any other responsibilities as required by the Executive Director, ACBA Executive Committee, ACBA Board of Governors, ACBF Executive Committee, and/or ACBF Board of Trustees.

Compensation

The Assistant Executive Director will be compensated with a salary range between approximately \$140,000 to \$160,000, which shall be determined based upon the candidate's qualifications. The successful candidate will also be eligible to participate in the ACBA's retirement plan, medical insurance coverage, and bonuses at the discretion of the Association.

Learn More

To learn more about the Allegheny County Bar Association, visit www.acba.org. To learn more about the Allegheny County Bar Foundation, visit www.acbf.org.

How to Apply

Please email the following documents to Juli Marhefka, jmarhefka@acba.org, by no later than May 15, 2023: cover letter; resume or curriculum vitae; names and contact information for three (3) professional references and one (1) personal reference.

THE ALLEGHENY COUNTY BAR ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER