MAINE STATE BAR ASSOCIATION SEeks CONTINUING LEGAL EDUCATION (CLE) DIRECTOR

The Maine State Bar Association (MSBA) is seeking a self-starting, motivated professional to serve as full-time CLE Director to execute the strategic direction for the Association’s growth within Maine’s legal community, specifically the development, implementation, and management of all continuing legal education programs. Under the direction of the Executive Director and CLE Committee, and in collaboration with MSBA Sections, MSBA members, and other CLE providers, the Director will ensure the delivery of quality, accurate, timely, and relevant programming in a variety of delivery formats to serve Maine attorneys in their attainment of required annual education credits. Our ideal candidate is a highly organized individual with excellent customer service, multi-tasking and prioritization skills, and financial acumen. This position demands frequent state-wide travel and requires a valid driver’s license and reliable vehicle.

Mission: The Maine State Bar Association promotes the honor, dignity, and professionalism of lawyers, advances the knowledge, skills, and interests of its members, and supports the public in a fair and effective system of justice.

Please note: Cover letter and resume must be included for application to be considered. Submit application no later than August 30, 2024.

Job Responsibilities

Responsibilities include, but are not limited to:

- Provide leadership and decision-making for day-to-day operations of CLE department
- Develop, facilitate, and maintain annual program budget and CLE operation budget, including preparation of monthly financial reports for Executive Director and Board of Governors
- Negotiate contracts and services with multiple organizations and facilities needed for production of CLE programs
- Develop, budget, manage, and produce CLE programs in a variety of formats and at a variety of locations across the state, from initial planning stages through presentation of program
  - Conduct research for CLE Committee to determine potential program topics and areas
  - Determine format, schedule, and cost for programs
  - Obtain faculty for programs
  - Coordinate with Communications Department to create program brochures, online program registration, and marketing via print, website and social media outlets
  - Utilize social media during CLE events in real-time
  - Responsible for obtaining timely accreditation for CLE programs and accurate reporting of education credits to appropriate agencies
- Develop partnerships and collaborate with other professional organizations that produce and offer CLE programs
- Utilize MSBA database to create and track CLE events, registrations, sponsors, and invoices
- Provide guidance and assistance to MSBA staff in preparation and coordination of CLE programs
- Supervise, in coordination with the Membership Director, the Membership & CLE Coordinator, including bi-annual reviews of coordinator
- Participate as a member of the Association of Continuing Legal Education Administrators (ACLEA) and attend national-level meetings as needed

**Position Qualifications**
- Bachelor’s degree required, preference in education, business, or communications; JD preferred
- Full-time, in-office position with frequent and consistent statewide travel
- Budget experience required, including budget development, financial tracking and reporting, cost estimation and projections, expense monitoring, and purchase approval
- Strong customer service and relationship-building skills
- Minimum 5 years supervisory experience with member (preferably with voluntary membership) and/or non-profit organizations
- Experience with event sponsorships
- Excellent written and verbal communication skills
- Excellent interpersonal and organizational skills
- Ability to solve problems creatively, undertake detail-oriented work, and work well as a member of a team
- Ability to handle multiple tasks and deadlines with limited supervision in a fast-paced environment and remain calm under pressure
- Proficiency with Microsoft Office suite
- Valid driver’s license and reliable vehicle required

**Compensation and Benefits**
- $73,000/year, full-time, exempt
- 100% employer-paid health insurance premiums
- 100% employer-paid LTD, AD&D, and life insurance premiums
- Paid holiday, vacation, and sick policy
- Employer-sponsored pension and 401K programs
- Employer-sponsored dental and vision insurance programs
- Employer-sponsored flexible spending account program