



Job Description Executive Director

ACC National Capital Region has approximately 2,500 members from over 800 private-sector and not for profit organizations, and serves the professional needs of in-house counsel in Washington, D.C., Virginia, and suburban Maryland. ACC NCR is committed to enhancing the personal and professional lives of its members by helping them to become smarter, save time and money, and advance their careers through education, fellowship, and public service. Chapter members can participate in more than 80 substantive educational and professional development programs and networking events each year. To learn more, visit: <http://www.acc.com/chapters/ncr/>

POSITION SUMMARY

The Executive Director (ED) is responsible for providing services to ACC NCR members through member communications, overseeing the chapter's continuing education programs and networking opportunities, and developing new programs and initiatives to enhance members' professional and career development. The ED is also a primary point-of-contact for members in addressing questions about membership benefits, resources, etc., and sponsors, in ensuring they are receiving a return on investment for their support.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The essential functions and responsibilities for this position include but are not limited to the following Key Result Areas (KRAs):

Management	20%
Executive Committee	10%
Programming & Events	15%
Sponsor Relations	15%
Member Services	10%
Chapter Initiatives	25%
Other	5%

Each KRA is further detailed on the pages that follow.

Management (20%)

Budgeting and Finance (8%)

- Develop budget
- Handle bills, invoices, and work with Bookkeeper
- Monitor finances and provide reports to Treasurer

Record Keeping and Administrative Matters (2%)

- Maintain files and records of chapter activities
- Prepare and/or assist with annual report to ACC

Chapter Management (10%)

- Contracting authority for venues and services; manage all contractual relationships

- Manage and assist staff in dealings with members, sponsors
- Technology tools and solutions – identify, negotiate agreements, and implement
- Liaison with ACC HQ

Executive Committee and Board of Directors (10%)

Meetings

- Development of meeting materials for Quarterly Executive Committee and Board meetings
 - Annual planning retreat
- Communicate with Executive Committee and Board, as needed, regarding:
 - Status updates of chapter activities or issues of concern
 - Actions needed between meetings
 - Requests for assistance

Manage Special Board Projects

- Governance matters (bylaws, etc.)
- Member surveys
- Nominating Committee / annual meeting and election

Programming and Events (15%)

General Programming (3%)

- Assist Director of Legal Education as needed
- Work with VP Programming on signature luncheons

Special Events (9%)

- Corporate Counsel Awards
 - Nominations & judging
 - All aspects of event (venue, menu, registration, all event collateral, trophies, script, invitation, program, WBJ Supplement, press releases, photographer, etc.)
- Other social events (e.g. spring social, sponsor appreciation reception/breakfast, some women's events)

General Counsel Breakfast Club (3%)

- Coordinate with volunteer leaders and attend meetings

Sponsor Relations (15%)

- Continue to develop and maintain Sponsorship Program
- Run annual sponsor solicitation and selection process
- Handle sponsor notifications, invoices, etc.
- Regular & emergency sponsor communications
- Organize sponsor ROI event
- Sponsor appreciation reception and breakfast

Member Services and Communications (10%)

Communications

- Monday round-ups

- Write and produce Friday e-newsletter
- Edit and finalize monthly mailer
- Update content on chapter website (including refresh and reorganization of site in 2018)
- Oversee preparation of Annual Membership Directory

General Services

- Field questions about services available from ACC or ACC NCR, and help members find resources from ACC or other chapter members
- Membership recruitment and retention

Chapter Initiatives (25%)

Corporate Scholars Program

- Run annual application, selection and placement process
- Solicit members to host Scholars
- Monitor status of Scholars over the summer
- Alumni network

Leadership Academy

Pro Bono and Community Service

Membership

Advocacy

- As issues arise, help coordinate work with ACC and response

KNOWLEDGE, SKILLS AND ABILITIES

Experience/Knowledge

Essential

- A minimum of ten (10) years of relevant professional experience in a corporation or law firm (tenure in a trade association or membership organization is ideal)
- Excellent academic credentials
- Experience interacting with Boards of Directors and senior executives

Desirable

- J.D. Degree strongly preferred
- M.B.A. Degree and prior business background
- Three to five (3-5) years' experience working as a lawyer or in a marketing or professional development role in a law firm
- Experience running an organization or holding a leadership role

Competencies/Skills

Professional Skills

- Broad legal knowledge

- Political astuteness
- Persuasion skills
- Data-driven decision-making
- Attention to detail
- Business acumen
- Keen judgment
- Organizational ability

Technical Skills

- Excellent oral and written communication skills
- Computer literacy

Personal Attributes

- Teamwork
- Collaborative
- Confidence to challenge existing practices
- Highest standards of professionalism
- Tolerance for stress
- Astute assessor of stakeholder needs

WORK ENVIRONMENT

The supportive, work-from-home environment of ACC makes this position ideal for those individuals who seek a flexible schedule and work-life balance.

HOW TO APPLY

Garrison & Sisson is the exclusive recruiter handling this search (***please refrain from contacting ACC NCR Board members and/or the current Executive Director directly about this position, as all inquiries will be redirected to Garrison & Sisson***). If you are interested in considering this position, you may view the position and apply by visiting Garrison & Sisson's website: <http://g-s.com/search.php>