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Camden County Bar Association (New Jersey) Seeks Executive Director

The Camden County Bar Association, with its headquarters in Cherry Hill, New Jersey, seeks an Executive Director to lead its very active and dynamic Association and Foundation. Conveniently located across the Delaware River from Philadelphia, the CCBA is the second largest county bar in the Garden State with nearly 2,100 members.

Position responsibilities include:

- Implementing and directing the goals, policies, and programs of the Association as determined by a 24-member Board of Trustees
- Directing the charitable efforts of the Foundation which has an 18-member Board of Trustees
- Developing and managing a combined \$650,000+ annual budget with supervision of 2 to 3 employees
- Planning and executing all member services including seminars and events
- Directing fundraising efforts and public service activities of the Foundation
- Knowledge of Microsoft Office Suite and QuickBooks
- Experience with marketing & graphic design programs
- Efficiency with social media accounts
- Responsible for editing and layout of monthly online publication

Qualifications include a college degree and a minimum of five years experience in management, financial administration, and personnel supervision. Familiarity with a non-profit organization preferred. Strong writing skills a plus.

The right candidate will receive a salary commensurate with experience along with an excellent benefits package.

Applicants should send a letter of interest, the attached application and a resume with salary expectations by **June 22, 2018** to:

CCBA Executive Director Search

1040 N. Kings Highway, Suite 201

Cherry Hill, NJ 08034.

Or email to search@camdencountybar.org.

ALL RESUMES/INQUIRIES WILL REMAIN CONFIDENTIAL

Equal Opportunity Employer



Camden County Bar Association
1040 N. Kings Highway • Suite 201
Cherry Hill, New Jersey 08034

EMPLOYMENT APPLICATION

It is the policy of the Camden County Bar Association (CCBA) to provide equal employment opportunities to all applicants and employees regardless of any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

APPLICANT INFORMATION • RETURN WITH COVER LETTER, RESUME & REFERENCES

(print clearly)

Name: _____

Address: _____

City, State, ZIP _____

Years at this address: _____ Email: _____

Cell phone: _____ Evening phone: _____

Position for which you are applying: _____

Desired Salary: \$ _____

How did you learn about this position? _____

Have you applied to the CCBA before? _____ Yes _____ No

If yes, when? _____

Are you at least 18 years of age? _____ Yes _____ No

Are you available to work after regular business hours? _____ Yes _____ No

If offered employment, when can you begin? _____

Are you legally eligible for employment in the United States _____ Yes _____ No

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Camden County Bar Association to contact former employers and educational institutions regarding my employment and education. I authorize my former employers and educational institutions to fully and freely communicate information regarding my previous employment, attendance and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment, education and character.

Signature

Date