



the MIDDLESEX LAW ASSOCIATION

The Middlesex Law Association is seeking an **Executive Director** who is energetic and entrepreneurial.

The Executive Director is the key leader of the Middlesex Law Association, responsible for the successful leadership, overall management, and operations of the organization according to the strategic direction and policies set by the Board of Trustees.

This role's primary responsibility is to manage the membership and operations of the Middlesex Law Association. Working from the Middlesex Law Association Practice Resource Centre, duties include managing all administrative functions within the areas of Board governance, human resources, office services, finance, technology, marketing and communications, overseeing continuing education of our lawyer members, and event management.

The successful candidate is responsible for developing and implementing short- and long-term goals and objectives in accordance with the Middlesex Law Association's strategic plan.

Through strong written and verbal communication skills, the Executive Director is required to revise and produce a variety of communications for the Middlesex Law Association, including policies, procedures, and marketing (website, monthly newsletter, etc.), and providing excellent customer service to the Board, our members, and key stakeholders.

Professional qualifications:

- 5+ years' experience working in a similar role; and
- LLB/JD preferred.

Required demonstrated experience and proven track record in the following areas:

- Understanding of the needs and values within a law and/or membership-based association;
- Leadership, including transparency, a high level of integrity, empathy, initiative, teamwork, conflict management, and effective feedback;
- Effective communication, including writing and speaking skills, active listening, collaborating with and motivating our Board, staff, members, and key stakeholders;
- Strategic thinking, including the ability to formulate effective plans, analyze various factors, and alter plans when necessary;
- Decision-making, including the ability to make informed and insightful decisions through initiative, intuition, problem-solving, and creativity;
- Time management, including the ability to manage multiple priorities, delegate, set timelines, and ensure projects meet expected deadlines while being flexible to shift priorities as necessary;
- Customer service, including cultivating and stewarding relationships with our members and other internal and external stakeholders;

- Financial management, including reading, creating, and understanding financial documents, such as budgets, cash flow and other financial statements, and analyzing and presenting data and information;
- Organizational development, including advocating for systematic changes as necessary, ensuring the quality and effectiveness of activities and programs, and being fully informed of sector developments;
- Compliance and best practices, including the ability to achieve results while minimizing risk, complying with legal requirements, and adhering to the highest ethical standards possible; and
- Technology, including Microsoft Office, and website, membership management, and other software to support the Association's activities and programs.

The Middlesex Law Association offers a competitive salary, benefits, and a collegial, professional work environment. Interested applicants are requested to submit their resume and brief cover letter to middlesexlawassociation@gmail.com prior to **5:00 p.m. on Friday, August 12, 2022.**