

## KING COUNTY BAR ASSOCIATION EXECUTIVE DIRECTOR

### WHO WE ARE

The King County Bar Association (KCBA) was founded in 1886 by Seattle-area attorneys to discipline and reprimand colleagues who were participating in lawless, racist vigilantism to expel Chinese workers from Seattle.

Over the past 135 years, the KCBA's goal and the aspiration has always been to be more than a professional society or a social club. Instead, the KCBA has sought to harness its voice and its authority to champion justice, influence public policy, promote an excellent judiciary, and educate the public as well as legal professionals.

Today, our community faces the "Triple Pandemics" of COVID-19, virulent racism, and deepening economic inequality. In the face of these existential threats, the KCBA rededicates itself to its core values of diversity, inclusivity, justice, and equity by:

- Advocating for more just and equitable laws, policies, practices, and procedures and holding itself accountable for being the leading voluntary organization of lawyers and judges in the state dedicated to those ideals.
- Fostering a diverse and inclusive bar and bench to promote equal access to justice and the highest standards of professionalism.
- Serving marginalized, vulnerable, and historically underserved members of the community through *pro bono* legal services.
- Building and sustaining a diverse and nurturing membership community by offering a supportive and inclusive experience for practitioners through mentoring, professional development, networking, and member services.
- Cultivating and maintaining a diverse, inclusive, and equitable workplace that earns the trust of staff members through mutual respect and the honoring of diverse lived experiences.

The KCBA is an organization with more than 5,000 attorney members; 1,100 *pro bono* volunteers; and 45 staff members who support the organization's *pro bono* legal activities and its member services. The KCBA's annual budget is approximately \$4.2 million.

### WHAT WE ARE LOOKING FOR

We are looking for a visionary leader who can rise to the unprecedented challenges that the KCBA, the law and justice system, and society are facing, and who has the skill to and is passionate about leveraging those challenges into opportunities for transformational growth and change.

## The Executive Director's Responsibilities

Under the direction of the KCBA Board of Trustees, the Executive Director will provide leadership—grounded in diversity, inclusivity, and equity—and will:

- Sustain and grow strategic partnerships and networks as the KCBA's public face and serve as ambassador to the organization's stakeholders and partners, such as the bar and bench, minority and specialty bars, local law schools, government officials and policymakers, and the community.
- Implement anti-racist, pro-equity practices and procedures that eliminate bias and assure an organization that is anti-racist in all of its operations and functions.
- Provide fiscal oversight, including financial planning and risk management of the KCBA, King County Bar Foundation (KCBF), the King County Bar Institute (KCBI) and affiliated organizations, including annual and multi-year budget development and implementation and audit preparation activities that assure financial health.
- Oversee resource development, including cultivating and growing a strong membership of practitioners and volunteers, nurturing the support of law firms and other businesses, and engaging in significant fundraising, including the planning and oversight of fundraising events and grant applications.
- Lead, support, and guide a variety of membership committees and sections that perform a large portion of KCBA's work.
- Supervise and participate in the production of KCBA publications such as the *Bar Bulletin*, the *Washington Lawyers Practice Manual*, and various annual reports.
- Spearhead recruiting, hiring, retention, succession planning, and performance management systems that promote professional development and personal growth in staff and volunteers.
- Support and sustain the growth and development of the KCBA and KCBF Boards.
- Foster relationship building throughout the KCBA community, including among and between members of the Board of Trustees, staff members, and KCBA's members and volunteers.
- Promote access to justice for vulnerable, marginalized, and historically underserved client communities by facilitating direct *pro bono* service as part of the statewide Alliance for Equal Justice.

## WHO YOU ARE

You are creative, a motivator, flexible, diplomatic, empowering, and honest.

You can demonstrate experience with or, just as important, the willingness and aptitude to master the following:

- Collaboration with a Board of Trustees or a Board of Directors to achieve organizational goals and development.
- Commitment to and prior engagement with organizations committed to anti-racism, eliminating bias, and assuring diversity and inclusion.
- Experience supervising a staff within multiple departments or sections, in multiple locations, and ensuring implementation of a regular, periodic performance management system that complements ongoing feedback.
- Strong conflict resolution and problem-solving skills and a willingness to tackle issues before they escalate.
- Analysis and summarization of large data sets regarding membership, events, CLEs (or other continuing educational programming), surveys, *pro bono* statistics, local and national reports, and relevant trends affecting non-profits and voluntary legal organizations.
- An understanding of the importance of human resource management and development, including professional development and performance management systems that promote a diverse, inclusive, and respectful organizational culture; encourage staff autonomy, accountability, and cooperation; and mission fidelity.
- Prior supervisory roles the include mentoring, coaching, team building, succession planning, and effective delegation.
- Prior fiscal resource development and management-related work, including familiarity with accounting procedures; grant reporting at the local, state, regional, and federal level; and audit requirements applicable to non-profit organizations.
- Working knowledge of non-profit and/or legal organizations and familiarity with fundraising, development, and marketing for such organizations.
- Strong oral and written communication skills and experience using various forms of media as well as strong technical skills and ability to learn and manage a variety of data stores.

Although a J.D. would be seen as a positive, it is not required.

## APPLICATION DETAILS

### Compensation

This is an exempt, full-time position that may require occasional local travel within King County and the State of Washington. Salary range is \$140,000 - \$160,000 yearly, DOE, with excellent benefits. Benefits include employer-paid healthcare, 401k plan with automatic employer contribution, subsidized transit pass, flexible spending account, professional development opportunities, paid vacation, sick leave, and more.

### To Apply

Applications are due October 12, 2020, via email. Make “Executive Director” your subject line, and send a letter of interest, resume, and writing sample to:

Kaustuv M. Das, [kcbaexecutivedirectorsearch@gmail.com](mailto:kcbaexecutivedirectorsearch@gmail.com)

For the writing sample, preview the REJI (Race Equity & Justice Initiative) Commitments at <https://WAREJI.org/Commitments/> and share your thoughts (no more than a page) about how you would lead the KCBA to meeting those commitments.

*The KCBA is committed to upholding an equity and justice-based organizational environment for the public, the client communities it serves, its members, its Board, its staff, and its volunteers. This means the organization actively promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in work background; lived and professional experience; education; race and ethnicity; national origin; sexual orientation; age; indigenous group membership; religious preference; marital status; sensory, mental, and physical abilities; social class; gender identity; veteran status, as well as other differences relevant to equity and justice. The resulting diversity is both a source of organizational strength and a matter of fundamental human fairness. If you need a reasonable accommodation for the application process, contact Kaustuv M. Das at [kcbaexecutivedirectorsearch@gmail.com](mailto:kcbaexecutivedirectorsearch@gmail.com).*

### Selection of the Successful Candidate

Applications will be screened initially by a selection committee, and the applicants deemed most promising will be invited to participate in interviews.

An offer of employment to a successful candidate will be made contingent upon satisfactory completion of reference and background checks.