

TOPEKA BAR ASSOCIATION SEEKS EXECUTIVE DIRECTOR

The Topeka Bar Association ("TBA") is seeking a new Executive Director. The TBA is an association of lawyers, judges, and law students working and practicing primarily in Topeka and Shawnee County, Kansas, and has approximately 700 members.

The Executive Director position is approximately 30 hours per week, with flexible hours. Some evenings are required.

The Executive Director is paid a salary commensurate with qualifications and experience. Benefits include 2 weeks of vacation.

The Executive Director is the TBA's only employee, so this position requires a candidate that is self-motivated, and can work independently. The Executive Director reports to the TBA Board of Directors.

Below is a list of general duties and expectations:

- Prepare and present the Association's annual budget to the Board of Directors, maintain the financial records and ensure expenses are within the approved budget.
- Prepare newsletter, email blasts, website and social media posts for the Association.
- Maintain the membership rolls of the Association.
- Maintain and manage the office of the Association.
- Attend the meetings of the Board of Directors and committee meetings and maintain records of agendas and minutes.
- Maintain and update Association's website.
- Assist with planning and hosting of annual events such as the annual meeting, Law Day events, golf tournaments, holiday parties and various events for members.
- Coordinate and host Continuing Legal Education (CLE) programs.

Requisite skills include, knowledge of QuickBooks, Excel, PowerPoint, Adobe, Word, InDesign, Website maintenance programs, tax reports and budget preparation; event preparation and ability to work independently. Some lifting is required.

Interviews will be scheduled beginning January 31, 2020.

To apply, send a cover letter and resume to TBA President, Vincent Cox at vcox@cavlem.com. Mr. Cox can also be reached for questions at 785-440-4000.