



## Executive Director

Due to the retirement of the current executive director, in September 2107, the Dayton Bar Association (DBA) located in Dayton, Ohio, an association of 1650 members, is now accepting applications for the position of Executive Director.

For a complete job description, Visit the DBA website at [www.daybar.org](http://www.daybar.org)

Qualifications for the position include, but are not limited to the following:

- Minimum of (4) year college/university degree.
- Advanced degree is desirable.
- Minimum of 3-5 years prior experience in the management of a professional association.
- Strong communication skills.
- Working knowledge of budgeting and finance.

Salary is negotiable commensurate with qualifications and experience.

### Duties

- Serves as the organization's chief staff executive.
- Key Responsibilities include: Plans, organizes, directs and coordinates the Association's staff, programs and activities to assure that its vision, mission and objectives are attained.
- Maintains effective internal and external relationships.
- Achieves economical, productive performance, forward-looking programming and constructive growth of the Association.
- Recommends and participates in the formulation and implementation of Association policies as approved by the Board of Trustees.

### To Apply

This is an electronic only application submission process.

To apply, send a cover letter and resume' to: [SearchCommittee@daybar.org](mailto:SearchCommittee@daybar.org)

Deadline for application is June 15, 2017.

The Dayton Bar Association is an equal opportunity employer.