

## Vermont Bar Foundation

### **Executive Director Job Description**

The Vermont Bar Foundation (the “VBF” or the “Foundation”) is a 501(c)(3) Vermont non-profit corporation working to improve and increase access to justice in Vermont.

The VBF’s Executive Director (the “ED”) serves at the pleasure of the Foundation’s Board of Directors (“Board”), and is the public face of the Foundation, representing the Foundation to internal and external audiences, conveying the mission of the Foundation, and motivating stakeholders to work for and with the Foundation to achieve its strategic goals. The ED should have a personal commitment to access to justice.

The ED provides proactive leadership in developing, shaping, and implementing the strategic direction of the Foundation’s efforts to increase access to justice in Vermont. The ED directs, oversees and evaluates all programs and activities of the Foundation to ensure they are in line with the mission and goals of the VBF and are run efficiently and effectively. The ED supervises the Foundation’s fundraising, grant-making programs, communications, finances, annual audit (in conjunction with independent auditors), databases, IT and all other activities and functions of the Foundation.

The ED’s specific job duties include, but are not necessarily limited to, the following:

#### Administration/Board:

- Hire and manage Foundation staff (and contractors as needed), including training, guiding, and evaluating staff to increase efficiency
- Apply strategic thinking to support the grant-making programs, supervise the grant application and evaluation processes, and perform grant monitoring and reporting
- Become knowledgeable on issues affecting the grant recipient community, including systems for delivery of high quality legal services to the poor, marginalized, and underserved
- Anticipate the Foundation’s needs, and provide the highest level of proactive support to the Board, committees, grant applicants and recipients, donors, and other constituents
- Provide administrative support to the Board and its committees for all meetings and projects
- With the Board President, plan, prepare meeting agenda, and administer and attend all Board meetings
- Respond to questions from Board and ensure that the Board has all information necessary for its decision-making
- Plan, formulate, and recommend to the Board policies, programs, and priorities to further the Foundation’s mission and objectives
- Implement policy, programmatic, and other decisions of the Board
- Assist with Board recruitment and orient new Board members
- Organize and manage Board and officer elections and vacancies

### Financial Oversight & Management:

- Work closely with the Foundation's Treasurer and external bookkeeper to manage all tasks related to the Foundation's finances, including but not limited to monitoring income and expenses, balancing bank statements, performing year-end budget analysis and planning, preparing monthly/quarterly/annual tax reporting, preparing information for audits, and monitoring IOLTA performance and national trends and practices
- Maintain the Foundation's financial records in compliance with nonprofit and industry standards and auditors' requirements
- Supervise the collection of IOLTA and other revenues and payment of approved grants and expenses
- With the Treasurer, actively identify and recommend to the Board appropriate fiscal policies and procedures
- With the Treasurer, ensure the fiscal integrity of the Foundation and the IOLTA and grant-making programs, including implementing processes, systems, and supports for raising private donations and grants and growing the Access to Justice Campaign
- With the Treasurer and external bookkeeper, prepare financial reports for presentation to the Board at Board meetings and as the Board directs
- Prepare an annual budget with the Treasurer, and execute the approved annual budget
- With the Treasurer and the external bookkeeper, coordinate and oversee the Foundation's annual audit

### Development/Mission:

- Publicly and privately communicate the mission, goals, and work of the Foundation to stakeholders and to the public, and act as the media representative of the Foundation
- Act as the Foundation's liaison to the Vermont Bar Association, county bar associations, the Vermont Supreme Court, the Vermont Access to Justice Coalition, the Vermont legislature and judiciary, the Vermont Bankers Association, individual financial institutions, Vermont Legal Aid, and other national, state and local organizations supporting access to justice
- Interface with and keep abreast of trends in the National Association of IOLTA Programs and National Conference of Bar Foundations
- Develop, nurture, and maintain a broad network of partners, including grant recipients, donors, lawyers, law firms, individuals, corporations, banks, policy makers, and others, to further the Foundation's mission and revenue enhancement efforts
- Develop a communication plan to advance the Foundation's message and agenda, including overseeing and participating in writing and producing an annual report, newsletters, website, email and other communications
- Apply strategic thinking to fundraising and partner with the Board to broaden and deepen the Foundation's funding base
- Actively identify new revenue sources and work to diversify funding, and pursue those sources as directed by Board
- Take ownership of fundraising campaigns, solicit major gifts and pledges from Board members and other major supporters, provide donor stewardship of all major donors, and identify, write and manage government and foundation grants

- Make regular presentations to stakeholders and the public about the mission and work of the Foundation, and assume a visible, external role as an advocate for access to justice issues in Vermont

Qualifications:

- Passion for the position and Foundation mission
- Bachelor's Degree, preferably with a major in management, administration, or a related
- Knowledge of basic bookkeeping principles
- Knowledge of nonprofit organizations, including fiscal management, grant management, and revenue enhancement
- Experience in program administration in a nonprofit or working with a governing board
- Experience with strategic planning, implementation, and evaluation
- Track record and interest in nonprofit fundraising and development
- Excellent written and oral communication skills and ability to communicate to and with a broad constituency, both publicly and in smaller settings

Email application to [hiring@vtbarfoundation.org](mailto: hiring@vtbarfoundation.org). No phone calls please.