

TENNESSEE BAR FOUNDATION

POSITION DESCRIPTION

Executive Director

Tennessee Bar Foundation (TBF/the Foundation) is a nonprofit, 501(c)(3) organization founded in 1982 with a mission to honor distinguished attorneys as “Fellows,” support law-related public interest projects, and administer Tennessee’s IOLTA (Interest On Lawyers’ Trust Accounts) program. Governed by a 12-member Board of Trustees, the Tennessee Bar Foundation works to make a difference through imaginative and effective grantmaking, recognize excellence among deserving members of the bar, engage in and support the legal profession, our communities and our peers, and expand our impact in Tennessee.

Position Summary:

The Executive Director will serve as the head of the Foundation. This person will provide strategic direction and visionary leadership. The Executive Director serves as the Foundation’s chief executive and is responsible for the day-to-day administration and management, including supervision of staff; development of the annual budget, and planning and monitoring all Foundation programs and activities. This position will ensure the Foundation is kept current on issues affecting the legal community and will help determine how the Foundation can be a valued part of that community. This is a full-time, exempt, salaried employee who reports to the Foundation Board of Trustees.

Essential Functions and Responsibilities:

Leadership and Administration

- Leads or supports the achievement of annual goals as established by the Board of Trustees.
- Works closely with the Board of Trustees.
- Oversees the overall administration and day-to-day operations of the Foundation.
- Hire/train/supervise/orchestrate schedule of employees.
- Liaise with landlord regarding office space and building.
- Select office furnishings/office equipment and troubleshoot problems with office equipment.
- Select outside vendors for service providers for office equipment, professional advisors, service providers, IOLTA consultant, and other essential services.
- Administer financial matters including banking functions, invoice payment, audit function, and tax returns.
- Administer payroll and employee benefits.

- Submit annual Corporation Report, Charitable Solicitation Registration and other required reports.
- Maintain operations and content of website.

IOLTA Program

- Have complete understanding of the workings of IOLTA, including but not limited to lawyer use of trust checking accounts, regulations applicable to participating financial institutions, discernment between lawyer questions regarding trust account usage (which should go to the Board of Professional Responsibility) and questions about IOLTA participation.
- Conduct daily recordkeeping of bank deposits.
- Liaise with Board of Professional Responsibility regarding shared interest/responsibility for trust checking accounts/shared software/IOLTA audit.
- Interface with financial institution community regarding participation in IOLTA/interest rates paid and insure monthly or quarterly reporting to IOLTA program.
- Know and understand IOLTA software.
- Represent Tennessee at national IOLTA director meetings/participate in national IOLTA activities to address issues of common concern.

IOLTA Grantmaking

- Create annual grant application formats and coordinate grant process.
- Constitute the Grant Review Committee: keep up with committee member terms, contact presidents of constituent organizations for committee member appointments/conduct orientation of committee members.
- Coordinate grant review committee activities.
- Create and maintain relationships with grantee organizations.
- Administer delivery of grants.
- Represent Foundation on Tennessee Alliance for Legal Services Board of Directors.

Fellow Program

- Maintain contact information for all Fellows.
- Administer selection process for each class of Fellows.
- Administer Sustaining Fellows solicitation.
- In consultation with Chair of TBF, plan and coordinate Fellows' Dinner.

Legal History Project

- Administer committee to select interviewees and interviewers.
- Coordinate video interviews.

- Work with cameraman to create interview “collages”

Work with Board of Trustees

- Attend all meetings Assist Board Chair with agenda preparation.
- Take all meeting minutes and prepare for adoption.
- Staff all committees.
- Liaise with General Counsel.
- Provide orientation for new members of Board.

Qualifications and Experience:

The successful applicant’s education and experience must offer both the credibility and the preparation needed to work independently, accurately, assertively, and creatively. A law degree is preferred and/or demonstrated experience in nonprofit management and administration. The position demands an exceptional record of employment and a high amount of discretion and trustworthiness. The position requires an ability and willingness to work with others in a team-oriented environment.

- **Leadership capability** with a wide range of stakeholders, including the Tennessee Supreme Court, the Foundation Board, attorneys, volunteers, grantees and other constituents.
 - **Organizational ability** to comprehend multi-faceted tasks and to organize the available personnel and volunteers and financial resources for the successful completion of those tasks.
 - **Excellent writing and speaking skills** to produce well-organized and articulate reports, publications, presentations, and correspondence in both written and spoken form.
 - **Ability to exercise sound judgment** in managing sensitive and confidential information.
 - **Strong people skills** to work well as a Foundation team leader and to interact with the Foundation’s many constituencies (Board, donors, funders, grantees, partners, policy makers, staff and the general public) in a manner that builds trust, commitment, and a shared mission.
 - **Technical ability** to ensure comfort with computer applications, such as Microsoft Office, Microsoft Outlook, legal resources, email, and the internet.
 - **Commitment to the Foundation’s goal** of building permanent resources to make lives better through the provision of legal services via grantmaking, while maintaining the highest standards of ethics and accountability.
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The search will remain open until the appropriate candidate is identified. The Foundation offers an excellent salary and a comprehensive benefits package, including health, dental and vision insurance, life insurance, disability insurance and a retirement plan.

A resume, cover letter, and list of three references should be emailed to:

Jackie Dixon, Chair-Elect
Tennessee Bar Foundation Board of Trustees
jdixon@lewisthomason.com

Please place "TBF Executive Director" in the email subject line

TENNESSEE BAR FOUNDATION IS AN EQUAL OPPORTUNITY PROVIDER OF SERVICES AND EMPLOYMENT AND RESPECTS, CELEBRATES, AND ENCOURAGES ALL FORMS OF DIVERSITY, EQUITY OF OPPORTUNITY, AND INCLUSIVE PARTICIPATION. THE FOUNDATION PROVIDES SERVICES AND EMPLOYS PERSONNEL WITHOUT REGARD TO RACE, COLOR, ETHNICITY, GENETIC INFORMATION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, RELIGION, CREED, SEX, GENDER INDENTITY, PREGNANCY, SEXUAL ORIENTATION, MARITAL OR DOMESTIC PARTNERSHIP STATUS, FAMILY STATUS, AGE, DISABILITY, ECONOMIC STATUS, MILITARY OR VETERAN STATUS, OR ANY OTHER CLASSIFICATION OR CHARACTERISTIC PROTECTED BY FEDERAL, STATE, OR LOCAL LAW.