



the MIDDLESEX LAW ASSOCIATION

The Middlesex Law Association is seeking an Executive Director. This is a new position and we are looking for an energetic person with entrepreneurial skills.

The Executive Director is the key management leader of the Middlesex Law Association. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the Middlesex Law Association. This position reports directly to the Board of Directors.

This role's primary responsibility is to manage the membership and operations of the Middlesex Law Association. Working from the Middlesex Law Association Practice Resource Centre, duties include managing all administrative functions within the areas of Board governance, office services, finance, technology, marketing, overseeing Continuing Education of our lawyer members, event management and contract administration; in addition to managing additional staff.

The incumbent will be responsible for developing and implementing both short and long-term tactical and strategic plans in accordance with the Middlesex Law Association's goals and objectives.

Through strong written and verbal communication skills the Executive Director is required to produce a variety of communications, which include updating and revising the Middlesex Law Association's policies and procedures for the Board's review, updating the Association website, and providing ongoing customer service to the Board, Middlesex Law Association members and our contacts.

Professional Qualifications:

- Has 5+ years' experience working within a similar role.
- Is transparent with a high level of integrity
- LLB preferred; an understanding of the needs and values within a law association.
- Experience working with a Board reporting structure; comfortable with receiving from and providing direction to a number of stakeholders.
- Able to collaborate with and motivate our Board, our members and other contacts.
- Sound project management skills. Able to delegate tasks, set timelines and monitor project to meet expected deadlines.
- Previous experience with providing continuing education and event management is an asset.
- Strong financial background, with the ability to accurately prepare financial reports and spreadsheets.

- Possesses a customer service philosophy; has the ability to build and maintain business relationships with key internal and external contacts.
- Superior verbal and written communication skills.
- Able to manage multiple priorities by setting appropriate goals with enough flexibility to shift priorities as necessary.
- Able to make sound decisions by reacting to events decisively and effectively.
- Solid technical skills; must be experienced using Microsoft Word, Excel, Outlook, as well as experience with Sage preferred.

This position is for 5 days a week on site in the MLA Practice Resource Centre, located in the Court House at 80 Dundas Street, London Ontario.

Middlesex Law Association offers a competitive salary and a collegial, professional work environment. Interested applicants are requested to submit their resume and brief cover letter via email to middlesexlawassociation@gmail.com prior to **5:00 pm Thursday November 18th, 2021**.