

The Virgin Islands Consortium

VI Bar Association Seeking Candidates For Full-Time Executive Director Position

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Staff **January 08, 2016**



The Virgin Islands Bar Association (VIBA) is seeking candidates for the position of executive director (ED). This full time position commencing in January 2016. The 60-year-old VIBA is a mandatory professional association for lawyers and judges in the U.S. Virgin Islands.

Duties The executive director is responsible for leading and managing the VIBA under the direction of the Board of Governors in accordance with the Bylaws and strategic plan. Managing and overseeing all bar functions including membership, events, volunteers, staff, financial management, marketing and continuing legal educational development.

Qualifications

- Four-year college degree
- Bar or other association or non-profit experience
- Strong foundation in budgeting and financial management
- Five years' experience with similar responsibilities
- Successful track record with donations, sponsorships, partnerships and advertisers
- Confidence with today's technologies
- Juris Doctorate preferred.

To Apply

Submit a resume, cover letter and the phone number of at least two references to:

Search Committee P. O. Box 4108 Christiansted, VI 00822 vibasearch@vibar.org

In your cover letter, please describe your experience with managing non-profit organizations and describe the organization's membership size, annual budget and number of employees.

Applications are due Jan. 15, 2016.