



THE LGBTQ+ BAR



Recruitment Profile | Executive Director



McCormack+Kristel

About The National LGBTQ+ Bar Association

The National LGBTQ+ Bar Association (formerly known as the National Lesbian and Gay Law Association and the National LGBT Bar Association) and National LGBTQ+ Bar Foundation (formerly known as the National Lesbian and Gay Law Foundation and the National LGBT Bar Foundation), which functionally operate together, is the leading organization for LGBTQ+ legal professionals in the United States. Founded in 1989, it boasts over 1700 members including lawyers, judges, law students, legal activists, and affiliated LGBTQ+ legal organizations across the country, making it the largest association of its kind.

For more than 35 years, the LGBTQ+ Bar has served as a vital resource for the LGBTQ+ legal community, advocating for LGBTQ+ rights through policy initiatives and working to ensure LGBTQ+ inclusion within the legal profession. Key programs and accomplishments include:

- **Lavender Law® Conference & Career Fair:** The largest LGBTQ+ legal conference in the country with over 2,000 attendees attending annually.
- **Educational Program Series:** Covering a broad range of issues facing LGBTQ+ attorneys including career building, net neutrality, allyship, implicit bias, racial equity, and trans awareness.
- **Backpack to Briefcase:** A resource website for LGBTQ+ and allied law students providing extensive resources to help students thrive during law school, build their professional connections, and plan their careers.
- **LGBTQ+ “Panic” Defense Experts:** Serving as a national expert for two decades and calling for an end to the use of this heinous defense.
- **DEI Consulting Practice:** Providing coaching and consulting designed specifically to enable the implementation of best practice standards for LGBTQ+ equity across law firms and companies.

Shortly after its founding, the LGBTQ+ Bar campaigned for protection based on sexual orientation in the Model Code of Judicial Conduct for Judges. Now, a longstanding official affiliate of the American Bar Association, it works closely with the ABA’s Section on Individual Rights and Responsibilities and its Committee on Sexual Orientation and Gender Identity, along with

Organizational Highlights



Founded in 1989



\$2.9 Million Budget



15 Association Board Members and
9 Foundation Board Members



8 Staff



Headquartered in Washington, DC
(although the LGBTQ+ Bar primarily
operates remotely)



For more information, please visit:
www.lgbtqbar.org





other sibling affinity bar associations including the Hispanic National Bar Association and Foundation, National Asian Pacific American Bar Association, National Association of Women Lawyers, National Bar Association, National Native American Bar Association, and other sibling affinity bar associations and foundations.

By providing access to talent and jobs, as well as clients and legal practitioners, the LGBTQ+ Bar offers a wealth of information for LGBTQ+, allied lawyers and students. Through its advocacy and education, the LGBTQ+ Bar plays a crucial role in advancing LGBTQ+ legal equality and fostering a more inclusive legal profession. Its work ensures LGBTQ+ individuals have access to competent legal representation, builds LGBTQ+ cultural competency within the legal sector at all levels, and empowers LGBTQ+ legal professionals to thrive in their careers.

The Mission

The National LGBTQ+ Bar Association is a national association of lawyers, judges, and other legal professionals, law students, activists, and affiliated lesbian, gay, bisexual, and transgender legal organizations. The LGBTQ+ Bar promotes justice in and through the legal profession for the LGBTQ+ community in all its diversity.

The Position

Reporting to the Boards of Directors, the Executive Director will evaluate the organization's programs, assess member organization needs, and continue to expand equity work for the benefit of its members. The new Executive Director will provide strategic leadership to ensure the LGBTQ+ Bar's sustainability and provide guidance to the staff. The Executive Director will represent the organization nationally in developing and maintaining effective relationships with law firms, law schools, funders, and affiliates. Essential responsibilities include:

Strategy & Vision

- Review the existing strategic plan to advance the LGBTQ+ Bar's mission, work with the staff and Boards of the LGBTQ+ Bar and other stakeholders to enhance, update, and implement the strategic plan, and support its national members in advocating for equity and change;
- Evaluate and refine programs to ensure they are aligned with organizational values, meeting the needs of members, and aligned to expand support to legal professionals not currently served;
- Collaborate with the team to develop and implement a vision for the organization to expand the membership and programming to a larger network within the legal sector;
- Leverage networks and connections to broaden the membership.

Leadership

- Lead by example to champion a culture centered in diversity, equity, inclusion, belonging, accountability, and transparency;
- Inspire, motivate, and lead a team of diverse, talented, and dedicated staff to advance the organization's mission and goals through a period of organizational transition;
- Analyze and refine the organizational structure to increase efficiency and enhance impact;



- Cultivate a strong and productive working relationship with the Boards to set fundraising, programmatic, and strategic goals;
- Enhance staff development to create new opportunities for growth through open communication, investment, and collaboration.

Fundraising and Fiscal Management

- Develop and sustain quality relationships with funders, donors, members, and corporate and private philanthropy that are grounded in the LGBTQ+ Bar's values;
- Oversee events, such as Out & Proud receptions and the Lavender Law conference, ensuring they are successful in promoting the organization's mission and achieving revenue goals;
- Diversify the current revenue streams by cultivating individual gifts and legacy giving, developing a successful strategy to secure philanthropic grants, and amplifying relationships with corporate sponsors to support new and existing programs;
- Foster effective relationships with a wide array of members, stakeholders, activists, law schools, and law firms and establish pathways for engagement and giving;
- Oversee the development and implementation of a strategic fundraising plan, including the expansion of funding opportunities and diversification of revenue;
- Manage the development of budgets and related program and staffing plans for program growth and expansion;
- Create and/or maintain the administrative and human resources functions of the organization, including maintaining necessary recordkeeping, facilitating audits, and ensuring compliance.

Communications & Community Engagement

- Serve as the organization's primary spokesperson representing the LGBTQ+ Bar in public, in the media, and at community, legal affiliate, and member events;
- Seek to be a convener of LGBTQ+ legal organizations and stakeholders that support the development of LGBTQ+ legal advocacy;
- Foster diverse collaborations to identify needs, mobilize resources, and positively impact members;
- Oversee the development of messaging for dissemination across all platforms;
- Proactively seek engagement opportunities with members, affiliates, partners, and the legal communities.

The Opportunity | This is an exceptional opportunity for a bold and skilled leader to usher the LGBTQ+ Bar's continued growth and advance justice and equity throughout the legal profession. The far-reaching work done by the LGBTQ+ Bar not only impacts current lawyers and legal business professionals but also invests in future LGBTQ+ and allied lawyers and legal business professionals.

Professional Requirements

The Executive Director will have a working knowledge of the legal field, its role in advancing social justice, and the ways in which practice-focused programs, networking, and mentorship can stimulate and activate opportunities for law students, new lawyers, and law firms. This visionary leader will leverage the history and expertise of the LGBTQ+ Bar to expand programs and facilitate connections within the sector. The ideal candidate will have:

- At least seven years of senior leadership experience in a legal, LGBTQ+, or social justice organization. Bar association experience is ideal;
- Exceptional strategic visioning and planning skills to advance systemic transformation within the legal sector and further distinguish the LGBTQ+ Bar from other bar associations;
- A track record of successful diversification of revenue sources to continue growth and maintain fiscal health;
- A deep understanding of the legal profession and industry issues to enhance programs and increase the organization's value to its members;
- Excellent management and teambuilding skills including prior experience leading a fully remote team;
- A track record of transforming justice, equity, diversity, and inclusion (JEDI) values into organizational cultures, policies, and programs;
- Prior experience developing and implementing a strategic plan, a financial growth plan, and managing multi-year organizational budgets, including developing business and staffing plans to advance strategic goals;
- Data-driven and innovative approaches to assessing organizational capacity, evaluating programs, identifying gaps, and building new models;
- A flexible and adaptable yet decisive leadership style;
- Outstanding interpersonal skills with the ability to engage members and collaborate across diverse networks;
- Board development and governance expertise including experience cultivating partnerships with board members to realize organizational goals;
- Bachelor's degree required. Juris Doctor or significant experience with the legal profession and industry preferred.





Personal Characteristics

The Executive Director will be a visionary leader who is passionate about the LGBTQ+ Bar's mission and enthusiastic about working collaboratively with the staff and boards to increase organizational impact. The ideal candidate fervently believes, particularly at this time in our nation's history, in the importance of the rule of law and the power of a broadly diverse and well-informed legal profession. In addition to being firmly committed to enhancing value for the Bar's members, sponsors, and conference participants, the new Executive Director will bring the following qualities:

- An unwavering commitment to upholding the values of justice, diversity, equity, inclusion, and belonging in all decisions and relationships;
- An understanding of the impact of intersectional identities on the work of the LGBTQ+ Bar and its members and partners;
- An approachable and collaborative leadership style characterized by transparency, emotional intelligence, empathy, and mentorship;
- Exceptional communication skills including active listening, valuing the feedback and input of others, and public speaking ability;
- A relational approach to building and engaging networks in the legal sector;
- Ability to effectively collaborate with corporate and movement stakeholders;
- A demonstrated ability to relate to individuals of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, physical abilities and neurodiversities;
- Dynamic interpersonal skills with the ability to create connections, build collaborations, and bridge differences;
- An authentic leader skilled in creating and maintaining trust to amplify individual and team strengths;
- Ability to travel and work effectively in a variety of geographic, political, and cultural settings.

Executive Director

Reports to: The Association and Foundation Boards of Directors

Leads: A team of 7 staff

Oversees: Chief Development Officer, Chief Program and Policy Officer, Director of DEI, and Administrative Assistant.

Manages: \$2.9M Budget

Lives: Anywhere in the U.S., with the ability to travel to events and convenings, as needed.

The Executive Director will be a creative and strategic leader with progressive management skills to lead the team to the next phase of the organization's development. They will have outstanding interpersonal skills to connect with members across the legal profession and to forge mutually beneficial relationships with law firms, corporations, and nonprofits, as well as other legal and LGBTQ+ organizations.

Compensation

The targeted annual salary for this position is \$250,000 commensurate with the lived and professional experience and qualifications of the selected candidate. The LGBTQ+ Bar provides an excellent benefits package including PPO health, dental, and vision insurance with no employee premium contribution required, no annual deductibles, and low co-pays. Short- and long-term disability and life insurance are also provided. The Bar also offers a 403(b)-retirement account with immediate vesting and a 5% employer match beginning on the employee's one-year anniversary.

The LGBTQ+ Bar offers up to \$2,500 annually to defray the costs of relevant professional development courses, professional memberships, and conferences. DC office-based employees may receive Metro transit benefits covering the cost to and from the office. In addition to a generous PTO policy and holiday schedule, the LGBTQ+ Bar offices are closed for the last week in December.

Location

The LGBTQ+ Bar is a fully remote organization. The Executive Director can work from anywhere in the United States. Notwithstanding the foregoing, the LGBTQ+ Bar does maintain a small office in Washington D.C.





Contact

Please submit a résumé and original cover letter that describes your interest in the organization’s mission and qualifications through the application portal on our website.

Dr. Zaria Davis, | Search Consultant

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Applications will be reviewed on a rolling basis. This position will remain open until filled. All inquiries will be held in strict confidence.

Individuals who are LGBTQ+, Black, Indigenous, people of color, disabled, system-impacted, immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply.

*Connect, Share Knowledge, and Succeed
Within the LGBTQ+ and Ally Legal Community.*





McCormack + Kristel works only with equal opportunity employers. The LGBTQ+ Bar is an equal opportunity employer and is committed to providing a work environment that is free from all forms of discrimination in the terms, conditions, or privileges of employment on the basis of race, color, religion, national origin, citizenship status, sex (including pregnancy, childbirth, an individual's right to breastfeed and related medical conditions), age (18 and older), physical or mental disability, genetic information, veteran or military status, marital status, sexual orientation, matriculation, family responsibilities, personal appearance, political affiliation, tobacco use, gender identity or expression, or any other characteristic protected by federal, state, or local law.

The LGBTQ+ Bar condemns and will not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employees on the basis of any legally protected characteristic. Any employee who believes that he or she has been discriminated against should report this concern promptly to their immediate supervisor, the Executive Director, or the Board President(s). Reports will be investigated and handled confidentially, except as necessary for investigation and resolution. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

The LGBTQ+ Bar's policy as an equal opportunity employer is to employ persons legally entitled to work in the United States without regard to citizenship, ethnic background, national origin, or any other of the foregoing protected characteristics. However, in compliance with the Immigration Reform and Control Act of 1986, our policy is to hire only those applicants who are eligible to work in the United States. Documents verifying work eligibility are required of all new hires.

The LGBTQ+ Bar is committed to ensuring diversity exists amongst our staff, bar members, community partners, members of our Boards of Directors, and suppliers. We promote an inclusive work environment that broadly reflects and represents all people, our communities, disciplines, and ideals. We are interested in people who enhance our organizational culture and are ready to share in the LGBTQ+ Bar's responsibility to serve. Does this role interest you? If yes, **we encourage you to apply even if you don't meet every single qualification!**

We are committed to providing qualified individuals with disabilities reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in the application process, please contact search@mccormackkristel.com.

McCormack + Kristel is a national provider of executive search consulting services for nonprofit and philanthropic organizations. Our practice is focused on mission-driven clients, with expertise in placing executive and senior leaders in foundations, and advocacy, social justice, health and human service organizations.

