



Executive Director, Manitoba Bar Association

The Manitoba Bar Association (MBA) is hiring a new Executive Director. The MBA is a non-profit organization representing over 1,600 lawyers, judges, and law students in Manitoba. It is a branch of the Canadian Bar Association (CBA), which is the largest professional association of lawyers in Canada. The CBA has a national membership of 37,000 and prides itself on being the voice of Canada's legal profession. The goals of the MBA include to:

- represent and promote the interests of the legal profession in Manitoba provincially and nationally;
- improve and promote the well-being, knowledge, and skills of members of the legal profession;
- provide relevant and quality services and benefits to MBA members;
- advance and improve the law and the administration of justice; and
- improve and promote access to justice.

Reporting to the MBA Executive Committee, the Executive Director:

- manages the general affairs of the MBA;
- supervises two full-time staff and one summer law student;
- ensures that a high level of service is provided to CBA members and volunteers;
- responsible for membership recruitment and retention;
- participates in strategic planning and policy development;
- develops, manages, coordinates and otherwise assists with MBA projects and initiatives;
- builds and maintains relationships with other professional legal organizations;
- works with the CBA at a national level (see below);
- advises and assists MBA committees and sections;
- manages and oversees the annual budget, and oversees the organization's finances;
- leads the planning for an annual major professional development conference, as well as other MBA continuing professional development conferences and other MBA events, for example, Law Day Open House, Mentorship Program, etc.;
- coordinates the publication of the MBA newsletter *Headnotes & Footnotes*, currently published ten times per year; and,
- attends and provides support for MBA Executive Committee, Council meetings, and other meetings as required.

The Executive Director is supported in this work by MBA volunteers and staff. The Executive Director is also a member of the CBA National Management Team. Participation in virtual and in-person meetings is a requirement for all Executive Directors of CBA branches across the country. In addition to the in-person meetings of the National Management Team, the Executive Director will attend an annual national Leadership Forum meeting and a national Annual General meeting, and other meetings if the Executive Director is on a national sub-team or working group. Travel to Ottawa or other designated cities will therefore be required 3 – 4 times per year.



Ideally the candidate will have the following qualifications:

- post-secondary education, preference to having a CAE professional designation;
- a minimum of 3-5 years' experience in a management or supervisory role (or equivalent experience);
- experience working in a non-profit setting and/or with a membership-based organization, including working with a Board of Directors;
- excellent leadership skills;
- project management experience;
- demonstrated skills in human resource management;
- ability to prepare the organization's annual budget and oversee the organization's finances;
- knowledge of the legal community in Manitoba;
- excellent written and oral communication skills;
- ability to meet deadlines;
- ability to work both independently and as a member of teams / committees, with demonstrated ability to bring together people with possibly disparate interests;
- tact, judgment, and political acumen;
- excellent analytical and interpersonal skills;
- ability to work under pressure; and,
- availability for weekend and evening meetings and ability to travel.

Ability to communicate in French would also be an asset.

The MBA encourages applications from Indigenous people, people with disabilities, members of visible minority groups and women.

To apply, please forward via email your cover letter and a curriculum vitae to Matt Erhard at Summit Search Group at matt.erhard@summitsearchgroup.com. For more information please call Matt at (204) 926-8896.

The exact start date is flexible but interviews with selected candidates will be scheduled mid-June.

The MBA appreciates your interest in this position. However, only applicants considered for an interview will be contacted. References may be required upon request.