

## **Job Announcement**

### **Executive Director, Federal Circuit Bar Association**

**Employer Type:** Non-Profit

**Reports to:** Federal Circuit Bar Association Board of Directors

**Salary range:** 225K-275K USD, depending on experience

**Location:** The position is based in Washington DC, with preference given to candidates who reside in or are willing to relocate to the area. Candidates outside of the region may also be considered, with a requirement to be in Washington DC at times that the role requires (e.g., conferences), and at least once per month. No relocation services—or, for remote candidates, monthly travel expenses—will be provided.

## **About the Federal Circuit Bar Association**

The Federal Circuit Bar Association represents the interests of those involved with the subject matter that comes before the U.S. Court of Appeals for the Federal Circuit and its reviewed tribunals. Organized in 1985, it unites the various groups who practice at or before those tribunals, including the private and public sectors, litigators and appellate specialists, as well as agency and in-house counsel. Striving for an objective and inclusive dialogue, the FCBA seeks to assist in improving and facilitating the administration of justice in the Circuit's community. With an active membership and committee structure, the FCBA fosters local, regional, national, and international engagement. In addition to practice, policy, and professional skills outreach, the Association supports the community through a variety of pro bono channels, media offerings, scholarships, and other service. Leadership comes from all areas of the practice community.

## **About the role**

Reporting to the FCBA Board of Directors, our new Executive Director will have overall strategic and operational responsibility for the FCBA's programs, staff, and execution of our vision with direction from the FCBA Executive Committee, which includes the FCBA President, President-Elect, Treasurer, and Secretary. The Executive Director is responsible for the successful planning and execution of all of the FCBA's programs, including its flagship Bench & Bar programs, and a variety of webinars, committee meetings, conferences, and other events.

## **Professional Qualifications**

The Executive Director must be thoroughly committed to the FCBA's mission and demonstrate excellence in organizational management with the ability to manage staff, set and achieve strategic objectives, and manage a budget. All candidates must have proven leadership, coaching and relationship management experience with the bench and bar. The Executive Director must have a J.D. degree from a recognized law school and state bar membership and at least 10 years experience including with intellectual property issues

## **Specific Requirements**

- Proven ability to drive strategic responsibilities for staff, programs, expansion, and execution of overall organizational mission

- Demonstrable knowledge and experience as a leader with a track record of working with those involved with the subject matter which comes before the U.S. Court of Appeals for the Federal Circuit and its reviewed tribunals, including a proven understanding of functioning of government bodies, law firms, and corporations and a strong command of intellectual property law and practice. Familiarity or experience with other relevant subject matter, such as veteran's law, trade law, and merit system protections law, is a plus.
- Financial and operational acumen, with applied practical experience of financial planning, operational delivery, and project management in a range of contexts, including proven ability to develop and meet budgets and maintain financial stability
- Successful senior management experience in corporations, firms, or advocacy organizations and/or relevant government experience in the executive, legislative, or judicial branches and demonstrable commitment to transparency, accountability and good governance with knowledge of the not-for-profit sector.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships and/or experience as a volunteer leader or employee in a bar or trade or professional association, with a proven ability to build consensus
- Understand the varying needs of diverse industries and constituencies represented within the FCBA's members and act impartially to ensure that all members have a voice in the FCBA.
- Skilled communicator with strong writing and verbal communication skills, with excellent interpersonal and project skills and who inspires support and builds community
- Ability to work effectively in collaboration with diverse groups of people, and demonstrated ability to obtain engagement of a broad spectrum of attorneys in organized activities.
- Established ability to operate programs that attract and retain members and sponsors.
- Willingness and ability to engage in periodic domestic and international travel at least twice a year.

### **General Responsibilities**

#### **Mission and Membership**

- Build and maintain strong and lasting relationships with FCBA members and sponsors.
- Grow organization through strong engagement with membership and a robust Board pipeline, and work with the Board and FCBA elected leaders to achieve consensus positions and motivate members to work to achieve the goals of FCBA
- Develop strong substantive offerings with thought leadership and member input, and communicate value of offerings to membership

#### **Programming and Communication**

- Provide strategic oversight of substantive intellectual property and other programs and speakers for FCBA programs including the flagship FCBA Bench & Bar Conference, FCBA Global Series, FCBA Mock Argument Program, FCBA MSPB Program, and FCBA Regional Programs as well as other events that FCBA organizes or in which it participates.
- Communicate with and build and maintain relationships with members of the intellectual property community including the staff of the Federal Circuit, U.S. federal district courts, the International

Trade Commission, the Court of International Trade, the U.S. Patent and Trademark Office, the Copyright Office, the Office of the U.S. Trade Representative, and other U.S. agencies concerned with IP; with the U.S. Merit Systems Protection Board, U.S. Court of Federal Claims, U.S. Court of Appeals for Veterans Claims and related agencies and interest groups; and with similar officials and judicial and government entities overseas, and with other association leaders.

- Communicate and build and maintain relationships with members of the bar involved with the other subject matter that comes before the U.S. Court of Appeals for the Federal Circuit and its reviewed tribunals including government contracts, international trade, federal personnel, and veterans benefits.
- Communicate with and build and maintain relationships with other industry associations.

### **Executive Management**

- Actively engage and energize FCBA's staff, board members, committee leaders and members and sponsors
- Maintain, support, and develop a strong Board of Directors that is involved in the strategic direction of FCBA
- Ensure professional development opportunities to retain FCBA's staff
- Stay current with respect to standards in the non-profit sector

### **Financial Management**

- Be accountable to the Board for strategic finance and operational financial management, ensuring strong annual budgeting, financial stability, and efficiency, including maintaining 6 months to a year of reserve
- Drive sponsorship strategy and income generation, ensuring we achieve our annual and long-term goals in raising sustainable and diverse sources of income
- Take a leading part in the cultivation of potential and actual sponsors, including communicating regularly with sponsors
- Engage proactively in expanding sponsors for our programs, attendance at our programs, and membership generally

**Contact:** To apply, please send a cover letter and CV to [FCBABoardofDirectors@gmail.com](mailto:FCBABoardofDirectors@gmail.com). The deadline for applications is Friday, April 4, 2025 and we will be scheduling interviews on a rolling basis. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.