



**Job Announcement:  
Executive Director  
Kentucky Association of Criminal Defense Lawyers**

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**APPLICATION DEADLINE:** Midnight, September 1, 2020

**DESCRIPTION:**

The Kentucky Association of Criminal Defense Lawyers (KACDL) Board of Directors is seeking an executive with demonstrated leadership and management skills to serve as Executive Director of the organization. KACDL is a 501(c)(6) organization with a mission of championing justice for all, promoting and protecting individual rights, and supporting the legal defense community through education and advocacy. The organization's legislative advocacy has won it an important, influential place at the table regarding discussion and consideration of significant statewide criminal justice policy, including statutory and procedural rules relating to the Commonwealth's criminal and juvenile justice systems.

Our recruitment process will be used to establish a list of highly qualified candidates. Preliminary screening/interviews by a Search Committee, appointed by the Board of Directors, will be followed by confidential interviews of recommended finalists that are conducted by the Executive Committee of the board in mid-September 2020. The Board intends to announce its selection in late September. The anticipated employment transition start date is in October with a full position takeover no later than January 2021.

**SALARY:**

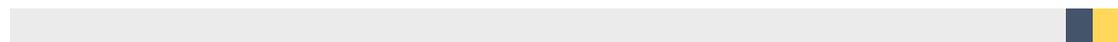
KACDL's Executive Director is a part-time (approximately 15-20 hours per week), independent contractor position that largely works remotely from home or at a personal office with some travel occasionally required within Kentucky's "golden triangle" of Louisville, Lexington, and Northern Kentucky.

KACDL's governing body consists of 26 Board Members and operates with and through 8 Standing Committees. There are no staff members and one contract lobbyist. The salary range will be provided to finalists during their interviews and negotiated with the selected candidate.

**DUTIES AND RESPONSIBILITIES:**

The KACDL Executive Director serves at the pleasure of the organization's Board of Directors and reports directly to the Board. Major duties of the Executive Director include:

1. Assist the Board in the formation of policy and business planning for the Association and implement the instructions and decisions of the Board.



2. Prepare annual budgets for Board consideration and approval and oversee implementation of the budget.
3. Supervise the operations and activities of KACDL.
4. Serve as staff for each of the committees of KACDL. Facilitate committee work as requested by Committee Chair.
5. Serve as liaison for the Association to other defender associations, state agencies, and the media.
6. Ensure that the Association records are maintained in an organized manner and are archived appropriately.
7. Represent the Association in contract negotiations with hotels, lobbyist(s), and other service providers generally.
8. Perform other duties as assigned.

**Minimum qualifications include:**

1. A degree in law, paralegal studies, criminal justice, public or non-profit administration, or other related or similar degree is preferred.
2. Prior experience in the management or administration of a non-profit organization, or other public or business organization, including experience in the development and implementation of an organizational budget and maintenance of accounting and financial records.

**Desired attributes include:**

1. A thorough knowledge of the criminal and juvenile justice systems, and an interest in and commitment to protecting the rights of the accused.
2. Demonstrated communication and leadership skills, including team building and the ability to work effectively with diverse groups of professionals, including the governing body of an organization, judges, lawyers, politicians, organization members, hotel sales staff, other vendors, and the public.
3. Experience in coalition and relationship building, including the ability to initiate and influence positive change and gain support of stakeholders in developing effective partnerships.
4. Experience working in a local, state, or national legislative process, including experience coordinating and submitting testimony before legislative committees, and working with interest groups, lobbyists, and elected officials.

5. Experience mentoring, developing, and empowering volunteers.
6. A reputation for honesty, integrity, and fairness.
7. The ability to identify, analyze, and effect changes in a complex organization to establish new programs that improve services to constituents or members.
8. A strong working knowledge of the computer programs required for the implementation of the organization's operations and services.

**To Apply:**

Submit a cover letter, résumé, and optional letter(s) of reference by midnight, September 1, 2020.

The cover letter, résumé and optional letter(s) of reference may either be emailed to:

[president@kacdl.net](mailto:president@kacdl.net) or postmarked by U.S. Mail to: KACDL, Executive Director Position, PO Box 326, Hebron, KY 41048 by midnight, September 1, 2020.

Additional information about KACDL can be found at our website: [www.kacdl.net](http://www.kacdl.net).

Kentucky Association of Criminal Defense Lawyers