



## **Mississippi Association for Justice**

### **Executive Director Search**

#### **THE ORGANIZATION**

The Mississippi Association for Justice (MAJ) is an organization devoted to promoting a fair and effective civil justice system, protecting the rights of those injured by the misconduct or negligence of others, and supporting the legal practices of our attorney and paralegal members. At MAJ, we continually strive to give our members a competitive edge in today's ever-changing legal climate by providing a host of valuable services including continuing legal education, litigation support, networking, government relations and amicus representation.

#### **JOB DESCRIPTION**

The Executive Director acts as the principal officer of MAJ and is responsible for the overall administration, financial management, and day-to-day activities of MAJ. The Executive Director reports to the Board of Governors and works with the board to establish the organization's future direction. The position and responsibilities may change with the needs of the organization.

#### **RESPONSIBILITIES**

- Direct, supervise and coordinate all activities of the association under guidelines set forth in the Bylaws and under policies established by the Board of Governors. Foster close relationships with the leadership and membership, including keeping them informed on matters of importance. These duties may be accomplished directly or through delegation of responsibility.
- Personnel Management: Hire, train, supervise, motivate, and evaluate members of the MAJ staff. Set clear, results-oriented goals with realistic and measurable outcomes. Assist staff in developing skills necessary for success. Establish appropriate personnel policies and benefits to remain competitive in the marketplace.
- Financial Management: Develop annual budgets and ensure effective functioning within those budgets. Supervise total financial management including planning, purchasing, receipts, disbursements, financial reports, and analysis.
- Membership Development: Develop annual membership plans in conjunction with volunteer leaders to ensure the continued vitality of the association. This will include driving membership numbers and actively traveling the state to recruit new members

and meet with existing members. Ensure that programming is meeting the needs of the members.

- Public Outreach / Education: Supervise the development and implementation of annual and *ad hoc* communication plans to meet the various needs of the organization. Initiate efforts to help the public understand the values championed by plaintiff's attorneys and the importance of the civil justice system and 7th amendment.
- Development / Strategic Planning: Conduct continual environmental scanning and work with the leadership to set specific organizational goals and outcomes measures to ensure the relevance, to members and others, of the association's activities.
- Legislative / Political: Work with leadership, contract lobbyists and others (e.g. the American Association for Justice) to develop annual legislative/political plans. Keep updated on state legislative activities affecting the cause of justice and ensure effective communication of MAJ's priority messages.

### **QUALIFICATIONS**

- Creative self-starter with strong interpersonal skills
- Experience managing people and teams
- Success in meeting deadlines and managing within budget
- Ability to travel extensively within the state
- Fundraising skills
- Involvement with legislative affairs or public policy preferred

### **PACKAGE**

- Competitive salary based on qualifications and experience
- Medical insurance
- Mileage for travel
- Remote work
- Travel perks

Resumes should be sent to Tripp Segars, Chair of the MAJ Executive Director Search Committee, at [tripp@diazlawfirm.com](mailto:tripp@diazlawfirm.com). Tripp can be reached by phone at 803-486-0440.