



NOTICE

OKLAHOMA BAR ASSOCIATION EXECUTIVE DIRECTOR SOUGHT

Applications are being accepted for the position of Executive Director of the Oklahoma Bar Association.

The OBA Executive Director supervises all programs and projects of the Association; acts as Treasurer; prepares preliminary annual budget; supervises financial transactions; supervises the OBA legislative program and communicates status of legislation of interest to lawyers; supervises the 44 member Bar Center staff; assures that the work of the Association is properly performed; is responsible for successful execution of the Annual Meeting; serves as Editor in Chief of the *Oklahoma Bar Journal*; maintains the official roster of the members of the Association, House of Delegates and the Board of Governors; and performs other duties as directed by the President, Board of Governors and the House of Delegates.

Applicant should have a minimum of ten years of appropriate legal and/or managerial experience and must be a member of the Oklahoma Bar Association or eligible for admission to active or senior membership. Job requires travel in and out of state and availability for work assignments outside of regular office hours. Qualifications should include: strong verbal and written communication skills; sufficient knowledge and ability to aid in the development and execution of technology strategies and initiatives; ability to work effectively with diverse groups; ability to advocate on behalf of all members; and strong leadership and administrative skills.

Excellent benefits, including paid leave, 401(k), disability, life and health insurance. Salary is negotiable according to qualifications and experience.

Detailed position description and application form may be obtained from Janetta Cravens at the Oklahoma Center for Nonprofits. Submit your application in writing or in electronic format, before 5 p.m. on Friday, Sept. 2, 2022, to:

**Oklahoma Bar Association
c/o Oklahoma Center for Nonprofits
720 W. Wilshire Blvd., Ste. 115
Oklahoma City, OK 73116
Email address: jcravens@okcnp.org**

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