



## The Hamilton Law Association

### Executive Director

The Hamilton Law Association (HLA) is seeking a dynamic, strategic, and visionary executive director to provide leadership and direction to the organization. This is a salaried position with flexible hours that reports to the HLA Board of Trustees.

The executive director serves as the chief administrative officer and is responsible for the day-to-day administration and management of the HLA.

Key responsibilities include:

- Overseeing the HLA staff;
- Overseeing the HLA and its library activities;
- Developing the annual budget;
- Planning, budgeting, and monitoring all HLA programs and activities;
- Arranging and overseeing the delivery of Continuing Professional Development;
- Participating in long-term and short-term planning; and
- Providing guidance regarding policy analysis and decision making to the HLA Board of Trustees.

Education & Experience:

- J.D. or LL.B. preferred, Bachelor's degree required;
- Experience in executive-level leadership in a professional or business organization preferred;
- Established record of administrative, management, and financial supervisory experience required;
- Experience with a professional, private, government, or nonprofit organization preferred; and/or
- Experience in human resources and employee relations.

Skills & Abilities:

- Strong business skills;
- Process innovation and management skills;
- Ability to build and develop effective teams;
- Excellent communication skills, including written, oral, and presentation skills;
- Demonstrated decision-making skills; and/or
- Strong interpersonal and organizational skills.

Competitive salary commensurate with experience. Comprehensive and competitive benefit package. Details available upon request.

To apply please send your cover letter and resume in strict confidence to [edapplication@hamiltonlaw.on.ca](mailto:edapplication@hamiltonlaw.on.ca) by **March 15th, 2024**.