

## **Florida Association of Criminal Defense Attorneys (FACDL) Executive Director**

The Florida Association of Criminal Defense Lawyers (FACDL) is seeking an experienced, motivated, and qualified full-time executive director to operationally run a statewide legal organization. FACDL is a Tallahassee-based professional association dedicated to presenting a unified voice in improving the criminal justice system by promoting excellence, integrity, and the independence of the criminal defense lawyer while ensuring the protection of the rights of individuals. FACDL also is affiliated with the National Association of Criminal Defense Lawyers (NACDL).

### **Qualifications**

- Bachelor's degree or higher, preferably focused on management, hospitality, or equivalent education and experience
- Leadership/management experience
- Strong, independent work ethic with a high degree of energy
- Effective written and oral communication skills with a variety of audiences (members, staff, community, legislators, media representatives)
- Financial management skills, including budget preparation, analysis, decision making and reporting
- Ability to travel throughout Florida
- Competency in technology, social media, and common member management software (e.g., YourMembership, Website maintenance, virtual meeting platforms, association website platforms, and others as needed etc.)

### **Responsibilities**

- Execute and implement policies authorized by the Board of Directors.
- Communicate effectively with the Board of Directors to provide information necessary for the Board to function properly and to make informed decisions in a timely and accurate manner
- Communicate effectively with the public and our membership relating to membership management, organizational messaging, and event advertisement/promotion through electronic platforms and a communication committee, with the public via social media and press releases
- Intensive event planning and development. FACDL hosts approximately four in-person events per year, throughout Florida, at which the Executive Director provides direct, hands-on event planning and support
- Close cooperation with board members and Committees of the association to ensure that strategic directions approved by the Board of Directors and Committee activities are aligned

## **Application Details**

- Maintain responsibility for the fiscal integrity of the association, including submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization and reflect fulfillment of Board-developed policies
- Prospective starting salary is commensurate with experience. A competitive compensation and benefits package will be negotiated with the selected candidate

FACDL is accepting applications until January 31, 2024

For more information, questions, or to submit your resumé please contact FACDL Attention: FACDL Transition Committee, c/o Luke Newman, 308 McDaniel Street, Tallahassee, Florida 32303, [luke@lukenewmanlaw.com](mailto:luke@lukenewmanlaw.com).

Or, visit this link: <https://facdl.org/page/EDposition>