

OFFICIAL JOB STANDARDS

Job Title: Executive Director, Georgians For Legal Reform (GLR)

Reports to: GLR Executive Committee

Time allocation: 100%

What are the major objectives or outcomes to be accomplished in this job?

- Establish and implement a strategic plan, operational procedures, organizational documents and promotional materials
- Create and manage an administrative budget process
- Recruit investors and members for GLR membership, board of directors and executive committee
- Manage work plans of board of directors and executive committee to maintain meeting schedules and production of deliverables
- Establish and develop written materials in support of GLR policy positions, legislative initiatives and communications efforts
- Execute GLR legislative, regulatory, judicial and political objectives at the state level
- Educate elected officials and regulatory bodies on the importance of civil justice reform in Georgia
- Advocate and lobby in support of GLR's legislative agenda before the state legislative and executive branches
- Assemble, organize and lead coalitions to support GLR policy and legislative priorities at local, state and national levels
- Develop grassroots and grass tops support for GLR positions
- Provide community outreach and education of GLR's mission through public speaking events and panel participation
- Manage any GLR educational or promotional symposiums or other events
- Serve as primary spokesperson for GLR in local or national media
- Engage in political races as determined by the board of directors

What are the most frequent and essential work activities in this job?

- Statutory, legislative, judicial and regulatory policy analysis, development and advocacy
- Proactive policy solution development
- GLR member recruitment and service
- Documents/support materials production
- Manage GLR executive committee, board and membership
- Work with the Georgia Chamber government affairs team and organization to further GLR goals
- Manage GLR staff and consultants
- Provide assistance on various department and organization projects, initiatives and events
- Develop and manage campaign initiatives and community outreach

What are the primary people contacts in this job?

- GLR board of directors and executive committee
- Georgia Chamber staff
- Community leaders
- Local chamber executives
- Other business association members

What people and how many are managed by this person in this job?

- Interns
- Grassroots Coordinator (FTE)
- Support Staff (PTE)
- External consultants

What behavioral traits, attitudes and skills are required?

- Strong leadership skills
- Ability to organize, manage and execute an idea from concept to implementation
- Ability to counsel and advise seasoned business leaders

- Familiarity with state and federal legislative process and key figures
- Conscientious work ethic
- A positive and cooperative attitude in the workplace
- Team player with demonstrated flexibility and dependability
- Demonstrated problem-solving skills
- Critical thinking skills
- Strong organizational skills
- Budget development and compliance
- Sound judgment and trustworthiness

What are the toughest parts of this job on a day-to-day basis?

- Handling multiple projects with fast-paced deadlines
- Setting and meeting ambitious and often time-sensitive goals
- Member recruitment
- Fluctuation of daily activities
- Understanding and communicating complex issues
- Balancing the needs of a diverse membership

What are the compensations?

- Competitive salary depending upon qualifications
- Performance-based structure for incentive and commission
- Performance-based structure for salary increases
- Employer paid travel and job-related expenses
- Employer paid professional development and education
- Employer paid 401(k) contributions
- Employer assisted major health and Long Term Care insurance programs
- Employer paid dental, life and long-term disability insurance
- Employer paid time off for vacation and sick leave
- Employer paid parking or MARTA pass

What are the prerequisites for employment?

- 4-year college degree
- Juris doctor degree from accredited law school
- Minimum of two years post-graduate experience in the legal profession, preferably with legislative or public policy experience
- A commitment to the goals, objectives and mission of GLR
- Outstanding written and verbal communication skills
- Proficient in MS Office programs
- Experience with public policy and legislative development
- Experience working with stakeholder groups
- In-depth researching abilities

To apply for this position, please send your resume to jobs@gachamber.com with the subject line, 'Application for GLR Executive Director.'