



National Association of Bond Lawyers

POSITION PROFILE

TITLE: Chief Operating Officer

ORGANIZATION: The National Association of Bond Lawyers ("NABL") exists to promote the integrity of the municipal market by advancing the understanding of and compliance with the law affecting public finance. NABL was incorporated as an Illinois non-profit corporation on February 5, 1979, for the purposes of educating its members and others in the law relating to state and municipal bonds and other obligations, providing a forum for the exchange of ideas as to law and practice, improving the state of the art in the field, providing advice and comment at the federal, state and local levels with respect to legislation, regulations, rulings and other action, or proposals therefor, affecting state and municipal obligations, and providing advice and comment with regard to state and municipal obligations in proceedings before courts and administrative bodies through briefs and memoranda as a friend of the court or agency. NABL has approximately 2,800 members and conducts three major educational conferences each year, along with a number of teleconferences and webinars on discrete topics. NABL also keeps its members informed through the regular preparation and distribution of a number of electronic publications. NABL's Director of Governmental Affairs oversees and coordinates interaction with relevant executive and legislative branch officials as well as with other industry groups.

For more information, please visit www.nabl.org.

OFFICE CONSOLIDATION: The NABL National Office has been located in the Chicago area since the organization's founding. Since the mid-1980's, NABL also has maintained a smaller Washington, DC office to house its governmental affairs activities. For a number of reasons, NABL has determined to consolidate all of its activities into a single office located in the Washington, DC area.

POSITION: Reporting to the President and the Board of Directors, and as a peer to the Director of Governmental Affairs, the Chief Operating Officer (COO) will be responsible for enhancing the internal organization processes and infrastructure that will allow NABL to continue to grow and fulfill its mission. The initial focus of the COO will be to complete the implementation of the office consolidation, including development of a staffing plan and recruitment of necessary staff. With a direct staff of approximately [6] [(i.e., not including the Director of Governmental Affairs and her staff)], the COO will manage the following functions:

Financial Management and Oversight

Manage and oversee all financial and business planning activities, including:

- Direct and administer all financial plans

- Oversee business policies and accounting practices
- Review and analyze financial reports
- Support and advise the President and the Board of Directors in decision making
- Lead and support organizational budgeting processes
- Oversee reporting and monitoring of organizational performance metrics
- Provide overall financial oversight and monitoring
- Ensure that relevant financial data is presented to the President and the Board of Directors

Human Resources

Manage and oversee the human resource function for NABL, including:

- Development of staffing plan, including remote work policy
- Recruitment, hiring, and compensation
- Benefits: procurement, administration and oversight
- Professional training and development, including new employee orientation
- Retention strategies
- Regulatory oversight and legal compliance
- Ensuring that the human resource function is properly resourced and represented

Operations

- Develop thorough understanding of NABL's mission and interests
- Oversee administrative support of conference and meeting planning function
- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- Business insurance: procurement, monitoring and management

- Information technology—ensure the ongoing maintenance and updating of information systems and infrastructure, including hardware, software, and related applications
- Organizational reporting and monitoring: provide guidance and leadership through management of performance metrics and measurement and reporting of performance goals
- Office management: oversee administrative functions for NABL's newly consolidated office, ensuring smooth daily operations of physical plant and equipment
- Board of directors –provide staff support and guidance to the NABL Board of Directors and act as staff liaison to relevant Board committees
- Provide administrative support to the Director of Governmental Affairs in performance of the governmental relations function

Qualifications

- Minimum of a BA or BS, ideally with an MBA
- Strong operational experience: ideally has worked for at least [10] years in the nonprofit or trade association sector with progressive experience leading to at least [4] years experience in senior operational/administrative management
- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources (including remote working), information technology, and legal functions
- Skills should include organizational development, personnel management, budget and resource development, and strategic planning; demonstrated success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration
- Excellent people skills, with an ability to partner with senior management of peer organizations
- Personal qualities of integrity, credibility, and commitment to the mission of NABL
- Flexible and able to multi-task; can work within a fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems

NABL is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

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