



**Executive Director
Board of Bar Overseers of the Supreme Judicial Court
Boston, MA**

The Search

The Board of Bar Overseers (“BBO”), the independent administrative body charged with overseeing attorney disciplinary proceedings in Massachusetts, seeks a seasoned and strategic administrative professional with a strong background in financial and operational management, human resources, information technology, and facilities management to serve as its Executive Director.

The Executive Director (“ED”) will be based at the BBO’s offices, which are located a few blocks from Boston’s South Station. Reporting directly to the BBO, the ED is a key position ensuring that the BBO fulfills its mission efficiently and effectively. The ED will direct operational and administrative services for the BBO, including human resources, budgeting, contract procurement, information technology, and facilities. These services and the personnel who perform those services support all BBO functions, including the Office of General Counsel (“OGC”), the Office of Bar Counsel (“OBC”), Registration, and the Clients’ Security Board (“CSB”).

The ED directly manages a staff of about 15 non-attorney professionals as well as a large annual budget. The Executive Director is expected to drive strategic administrative planning and implementation across the BBO, the OGC, and the OBC. The ED will directly supervise the administrative functions supporting the disciplinary process as well as the attorney registration process. The ED, however, has no authority over BBO disciplinary decisions or related legal judgments.

Success in this challenging position will require deep knowledge and broad experience, combined with a collegial style that will engender trust and enable collaboration across the organization. The new ED must be a proven leader with a bias toward action and results, and be practiced in fostering and sustaining a productive and enterprising organizational culture. The successful candidate will have a strong appreciation for the values and mission of the BBO and a record of achievement as a finance and administration leader in a comparably complex setting where expectations and demands are high.

The BBO has retained Isaacson, Miller, a national executive search firm, to assist with this important search. All inquiries, nominations/referrals, and applications, including resume and letters of interest should be submitted via Isaacson, Miller’s website: www.imsearch.com/5909

Daniel Rodas, Vice President
Morgan Sharoff, Senior Associate
Andarla Hodge, Associate
Isaacson, Miller
263 Summer Street, 7th floor
Boston, MA 02210