



Chief Executive Officer

POSITION DESCRIPTION

November 4, 2021

Authored by:

David Martin
CEO and Managing Partner
Sterling Martin Associates

Erica Rimlinger
Director of Communications
Sterling Martin Associates

STERLING | MARTIN
a s s o c i a t e s



The Opportunity

The Energy Bar Association (EBA) is conducting a search for its next Chief Executive Officer (CEO). EBA is an international 501(c)(6) association of attorneys, energy professionals and students active in all areas of energy law. EBA’s vision is to promote professional excellence in the practice of energy law. EBA is committed to fiscal responsibility, ethical decision-making, subject matter excellence, high-quality programming, reliable communications, and continuous consideration of members’ current and anticipated needs. EBA is an inclusive organization that values diverse perspectives and provides opportunities for learning and community in a position neutral organization.

EBA’s mission is to advance the professional excellence of those engaged in energy law, regulation and policy through professional education, exploration of diverse viewpoints, and building connections within the energy community.

In addition to overseeing administrative, financial, and operational functions of the organization, the CEO will play a lead role in raising the visibility of EBA and advocate for issues that impact the mission and its membership. The CEO will report to the Board of Directors (Board). This position is based at the organization’s headquarters in Washington, DC. The CEO will represent EBA at events and board meetings. Some travel is required.

EBA: An Overview

EBA’s membership consistently ranks “expanding their professional networks in energy law” and “staying abreast of changing energy regulations” as the top two reasons to participate in the association.

EBA fulfills this commitment to its membership through networking, training, and education sessions about energy issues to help members grow their practices and businesses. EBA holds events such as the Annual Meeting & Conference, and the Mid-Year Energy Forum, and education offerings such as EBA Primers, EBA Energizers, on-

demand programs, and more. In response to the pandemic, EBA has enhanced its online education content and accessibility to enhance participation opportunities. EBA's website, EBA-NET.org, has become the industry's electronic resource center with an expanding archive of information focused on all aspects of energy law and updated professional development and MCLE programs. EBA also offers an online career center for members and runs a university guest lecturer program.

With annual revenues of \$1.3 million, around \$1.5 million in assets, and a 22-member governing Board of Directors, EBA has a staff of seven members. EBA has regional chapters throughout the US representing the Midwest, Northeast, Rocky Mountain, Southern, and Western regions, as well as Texas, Louisiana, and Canada.

EBA members come from backgrounds and practices in all areas of energy law. Firm and individual attorneys make up the majority of EBA memberships (71%), followed by government and academic attorneys (13%), energy professionals (8%), students (4%), and retirees (4%). The largest areas of practice for EBA members are electric (30%), natural gas (23%), transactional law (16%), oil (9%), finance (8%), hydro (8%), and nuclear (6%).

Strategic Objectives

- Enhance regional presence.
 - Enhance technology for optimal member experience.
 - Provide exceptional education and informational content.
- Focus on the needs of law students, young professionals, and a diverse and inclusive community.

Since 1980, EBA's peer-reviewed *Energy Law Journal* has provided in-depth analyses on current issues affecting members, their clients, and businesses and provides a forum for the exploration and understanding of new, cutting-edge issues. The journal is funded through the Foundation of the Energy Law Journal (FELJ) and produced with the assistance and participation of a dedicated student editorial board at the University of Tulsa Law School (TU).

EBA also runs the Charitable Foundation of the Energy Bar Association (CFEBA), a nonprofit 501(c)3 organization established to support energy-related charities.

The CEO Role

The CEO oversees the management of EBA (including the regional chapters, member volunteer committees, and the organization's staff,) the FELJ, and the CFEBA. The CEO receives oversight and supervision from the EBA Board, manages EBA's programs and business and has complete authority in the implementation of EBA's Board policies and the interpretation of those policies to EBA personnel. All association staff and independent contractors report to the CEO. The CEO serves as an *ex officio*, non-voting member of the EBA Board, the FELJ Board, and the CFEBA Board.

Strategic Priorities for the CEO

- Promote the mission.
- Provide management and implementation of the strategic plan.
- Enhance the visibility of EBA within the legal profession, law schools and universities, and with allied organizations.
- Maintain EBA's reputation as a well-respected leader and education provider in the energy law arena.
- Along with the Board, identify and secure new and continued funding sources and revenue streams that provide value and enhanced engagement of members.
- Explore, develop, and maximize partnerships that support the mission.
- Establish and maintain strong professional relationships within the legal community, professional organizations, law and professional schools, Board members, association members, and staff.

Essential Duties and Responsibilities

Strategic Leadership

- Work with the Board to formulate a strategic plan that will further the mission of the organization.
- Develop and enhance EBA's commitment to diversity, equity, and inclusion at all association and foundation levels.

- Oversee the planning, implementation, and evaluation of the association's programs and services.
- Stay up-to-date and current with changing philosophies and advancements in energy law.
- Identify opportunities for membership growth, evaluate ongoing and new membership benefits, and recommend changes or new programs.

Financial Leadership

- Oversee all financial management responsibilities.
- Along with the Finance Committee, develop, oversee, and monitor the annual budget, including a proposed annual office budget, i-financial reports, tax returns and, working with the Treasurer, the association's operating budget.
- Oversee all aspects of the organization's audit.
- Oversee investment of the organization's reserves with the advice and consent of the Finance Committee and in accordance with established policy.
- Direct activities related to dues billing, and the effective administration of dues processing.
- Authorize the expenditure of funds and ensure all funds and physical assets are appropriately deposited, accounted for, invested, and protected in accordance with direction from the Board.
- Negotiate all contracts in accordance with the directions of the Board and committees, including contracts with hotels and caterers for EBA's annual and mid-year meetings, the annual charitable gala, and the annual reception honoring the Federal Energy Regulatory Commission's administrative law judges.

Staff Leadership

- Manage association staff, setting and fulfilling annual goals.
- Execute full and exclusive authority to hire, compensate, and terminate EBA staff and consultants within the framework of the approved association budget and in accordance with established personnel policies.
- Coach and mentor staff as appropriate.
- Recommend salary and any increases for staff as appropriate.

- Maintain relationships with association chapters and work with chapter officers to ensure chapter meetings and programs are successful and in accordance with association policies.
- Direct staff support for the operations of the FELJ and CFEBA.

Volunteer Leadership

- With the President and Board, plan and coordinate Board meetings.
- Assist Board officers in the performance of their duties.
- Work with the Nominating Committee and Board to identify future leaders.
- Ensure Board is kept informed of the conditions of the association's programs and activities, and all factors that influence them.
- Execute the decisions of the Board in a timely manner, and in accordance with Bylaws.
- Identify, assess, and inform the Board of internal and external issues that could affect the organization.

Association Management

- Plan, lead, and oversee day-to-day activities and programs of the organization and foundation in accordance with the strategic plan.
- Ensure the organization is in full compliance with all local, state, and federal rules governing program activities, in compliance with the organization's governing documents.
- Authorize and execute contracts and commitments on behalf of EBA, CFEBA and FELJ in accordance with EBA's Bylaws and policies.
- Ensure all funds, physical assets, and other property of EBA are properly safeguarded and administered.
- Maintain relationships with the organization's outside partners including accountants, legal counsel, and others as needed.

Member Services, Education, and Events

- Oversee an effective program of membership services and member data files.
- Ensure proper continuing education credits are awarded for association programs.
- Oversee the site selection and ongoing administration of the association's meetings.

Communication and Public Affairs

- Oversee membership communication, including the planning, implementation, execution, and evaluation of the association's publications, website, membership directory, meeting announcements, and programs.
- Represent the association in dealings with other organizations.

Candidate Profile

Required Skills, Experience, and Qualifications

- Bachelor's degree is required: an advanced degree, MBA, JD, or equivalent experience is a plus.
- Five to seven years of senior level organization management experience.
- A Certified Association Executive (CAE) certification is a plus.
- Exceptional written and oral communication skills.
- Experience with budgeting and financial management.
- Strong organizational abilities including planning, conference development, and facilitation.
- Creative, forward-thinking marketing skills.
- Strong collaborative team building and strategic management skills.
- Command of association-related IT tools and management software.
- Ability to travel in person to the annual conference, Board meetings, and travel to other events and programs as needed.
- Ability to work a flexible schedule with periodic evening and weekend hours to participate in events, committee and Board meetings, and other functions.

Personal Qualities

In addition to the qualifications listed above, the CEO must have these characteristics:

- A visionary leader who brings new ideas to the organization.
- Thinks strategically and takes an innovative approach to managing resources and developing opportunities.
- Committed to the long-term success and progress of the field.

- Dependable, responsive, emotionally intelligent, and self-aware.
- Open-minded, collaborative, and inclusive, seeking and encouraging idea-sharing and engagement from stakeholders before making decisions.
- Member-focused servant leader with a commitment to teamwork.
- Resilient, adaptable, and able to respond and problem-solve in a rapidly changing environment.
- Demonstrates commitment to continued professional growth and development.
- Able to handle complex challenges in an effective, professional manner.

Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To Apply

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to <https://jobs.crelate.com/portal/sterlingmartin/>. The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

EBA is an equal opportunity / affirmative action employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual orientation, genetic information, or any other protected class.