

Qualifications for the Executive Director
of the
American Bar Endowment
1/7/2023

The Executive Director of the ABE should have the following relevant qualifications:

1. Law degree from an ABA approved law school
2. Knowledge and experience with life and disability insurance markets, companies, products and associated issues regarding compliance and regulation
3. Business management, analysis and financial experience, including working with staff; investment managers; preparing and managing budgets; audits; and business management technology systems
4. Experience with law related organizations, such as the ABA, and an affinity for, and appreciation of, the charity mission of law related non-profit organizations
5. Personnel management and leadership experience; and knowledge of employment laws and regulations for the workplace, including those regarding eliminating bias and providing a workplace free from any type of discrimination or harassment
6. At least two years of management experience with a professional, non-profit association (preferred)
7. Experience with the development and implementation of marketing, communications and promotional programs
8. Good oral and written communication skills
9. Relevant contract review and negotiation experience