

HISTORICAL SOCIETY OF THE DISTRICT OF COLUMBIA CIRCUIT

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

Respond with Resume to: admin@dcchs.org

Position Summary:

The Historical Society of the District of Columbia Circuit is seeking a new Executive Director. The Society was formed in 1990 to help record, preserve and publicize the history of the U.S. Court of Appeals for the District of Columbia Circuit and the U.S. District Court for the District of Columbia. Information about the Society may be found at www.dcchs.org.

The Society, a tax-exempt organization independent of the Courts, operates primarily through the volunteer work of its Board members and Officers, who serve on various project-specific Committees. The Executive Director is the primary staff employee of the Historical Society, supporting and facilitating the work of the Officers, Directors, and Committees of the Board; maintaining the Society's office files and records; and interfacing with the judges and staff of the Courts of the D.C. Circuit and the community.

The Executive Director is a part-time, salaried employee reporting directly to the President of the Society. The expected commitment is 15-18 hours per week on average, depending on workflow. The position requires periodic presence (post-Covid) in the Society's courthouse office as well as attendance at and involvement in Society functions. Otherwise, work at a remote site is permitted. The Executive Director directs, supervises and shares work with the Administrator, also a part-time employee.

Duties and Responsibilities:

- **Support for Substantive Committee Work.** Assisting and supporting Society programs and activities, including:
 - **Oral History Project.** Working with the Oral History Committee to identify candidates, train interviewers, and assign, track, publish and archive oral and video histories of judges, court staff, and attorneys.
 - **Communications Outreach.** Working with the Communications Committee to support, maintain, and update the Society's website, www.dcchs.org, and other social media platforms. Producing the Society's quarterly newsletter.
 - **Community Outreach and Youth Education.** Working with the Education Committee to present programs for D.C. middle and high school students that inform them about the federal courts and the judicial process, including the Annual Mock Court Program.

- **Historical Programs.** Assisting the Programs Committee with the annual Judge Patricia M. Wald Programs on Life and Law in the Courts of the D.C. Circuit.
- **Law Clerk Initiative.** Encouraging participation of past and current judicial law clerks through, among other things, assisting the Law Clerk Initiative Committee with the Annual Law Clerk Reception.
- **Judicial Papers.** Assisting the Judicial Archives Committee in working with judges interested in preserving their papers and digital communications.
- **Historical Study and Preservation.** Generating new ideas for historical research, preservation and publication of the history of the Courts of the D.C. Circuit.
- **Other.** Other duties assigned by the President or Board of Directors.
- **Administrative Responsibilities.** Administering the Society's office, including:
 - **Office Files and Records.** Organizing and maintaining Society electronic and physical office files and records.
 - **Financial.** Overseeing Society finances in conjunction with the President and Treasurer, including:
 - Ensuring the prompt deposit of contributions and payment of invoices and other costs.
 - Working with the Society's third-party bookkeeping and tax reporting firm, L&H Business Consulting, LLC, to ensure quarterly and annual financial statements and annual tax returns are accurately prepared and timely transmitted.
 - **Board and Committee Meetings.** Facilitating the Annual Meeting of the Board of Directors and periodic Committee meetings.
 - **Membership.** Maintaining the Society's membership records and responding to and initiating member communications.
 - **Fundraising.** Assisting the Chair and President with fundraising.

Qualifications:

The Executive Director will interact with judges, court administrative personnel, attorneys and others who participate in the Society's activities. At a minimum, applicants should possess:

- Bachelor's degree
- Experience in management and office administration
- Computer skills

In addition, the following experience is preferred:

- Serving and working with officers, a board of directors and committees
- Familiarity with the Courts of the D.C. Circuit
- Demonstrated record of:
 - Collegial behavior
 - Working independently and as an effective team member
 - Delegating and supervising the work of others
 - Setting and meeting deadlines and goals
 - Discretion, good judgment
 - Ability to take initiative and juggle multiple priorities
 - Good communication skills, both oral and written

References are welcome

Compensation:

- \$45,000 - \$50,000, depending on experience
- Benefits as required by law

TO APPLY: Interested persons are encouraged to apply immediately and should email a cover letter and resume as a single PDF attachment to admin@dcchs.org. Applications will be reviewed upon submission. If interested, please respond promptly as we intend to move ahead to make a selection in the near future.

The Society is an Equal Opportunity Employer. It is the policy of the Society to provide equal employment opportunity for every employee and job applicant regardless of their race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status.