

This search ended in March, 2004, with the appointment of Ronald W. Peppe, II, Vice President for Legal Services (General Counsel) of Canam Steel Corporation.

Job Announcement

Association of Corporate Counsel Vice President for Law and Communications

(Posted: December 1, 2003)

The Association of Corporate Counsel (ACC) in Washington, DC, has retained Slesinger Management Services to recruit a seasoned manager with a legal background to develop educational programs for lawyers who serve as in-house counsel to corporations and other organizations. This person will also oversee the ACC's annual meeting, publications, and website, the three principal ways in which information is provided to its members. Reporting to the President of this international membership association, the Vice President for Law and Communications will also be part of the organization's senior management team.

Applications will be accepted until the position is filled.

The Organization

The Association of Corporate Counsel (until recently known as the American Corporate Counsel Association) is a nonprofit, membership association that serves the professional needs of attorneys who practice in the legal departments of corporations and other private sector organizations worldwide. The association promotes the common interests of its members, contributes to their continuing education, seeks to improve understanding of the role of in-house attorneys, and encourages advancements in standards of corporate legal practice. Since its founding in 1982, the association has grown to more than 15,000 members in 47 countries who represent 7,000 organizations, with 43 chapters and 12 committees serving the membership. Its members represent 97 of the Fortune 100 companies. ACC has a staff of 33, and an annual operating budget of \$7.5 million. About one-third of revenue comes from membership dues; the balance comes primarily from meetings, publications, and other products and services.

For more information about the association, go to www.acca.com.

The Position and its Principal Responsibilities

Reporting to the President, the Vice President for Law and Communications has senior management responsibility for ACC's key member service areas:

1. Education programs, including the association's annual meeting, and conferences and programs co-sponsored with other organizations;
2. Legal resources and substantive information created for members;

3. Management of ACC's practice area committees;
4. Development and implementation of ACC's communications strategy; and
5. Management of ACCA Online and all internet-based activities of the association.

These responsibilities include overall financial and budgetary responsibility for the development of programs and initiatives in these areas as well as supervisory authority for a staff of 12 as well as well as outside consultants who may be hired for specific projects.

Specific responsibilities include:

1. Developing and managing the association's annual meeting and other programs, including the management and oversight of conference location selection, themes, program topics, speakers, promotional strategies, facilities logistics, technology, continuing legal education (CLE) accreditation, and the development of metrics to measure program performance and value.
2. Working closely with the marketing department to cultivate and manage program sponsorship relationships, including speakers and exhibitors.
3. Serving as a central resource person on CLE program development for staff, chapters, and members, including corporate law departments.
4. Managing the development of knowledge and information on professional and management issues affecting the in-house practice of law, e.g. attorney-client privilege and relations with outside counsel, and the creation and collection of content for distribution to ACC members through ACCA Online, InfoPAKS, MemberToMember and other delivery mechanisms.
5. Identifying trends and emerging issues affecting in-house practice, and developing strategies to keep the association's information content current and useful to the membership.
6. Developing projects and new ways of working with practice area committees (drawn from the membership) so that they may evolve into more useful and valuable networks for the association's members.
7. Assisting on legal matters affecting the internal operations of ACC, including contracts, leases, employee relations, intellectual property and tax issues affecting ACC as a 501(c)(6) tax exempt, non-profit membership organization.
8. Developing and implementing an annual communications plan, including media and public relations, along with work plans and goals.
9. Developing and managing ACC's internet-based services, including delivery of programs and resources through its website.
10. Developing and monitoring annual program budgets that are consistent with the association's overall fiscal goals.
11. Working closely with the ACC's three other Vice Presidents and its President to coordinate overall association efforts and fulfill the goals established by the Board and the President.

Desired Skills, Experience, and Characteristics

The ideal candidate should be:

1. Deeply knowledgeable about the practice of law, especially from the perspective of an in-house attorney. A law degree is required (even if the actual practice of law does not represent a majority of the candidate's career).
2. A high-energy, highly creative thinker who is able to develop new ideas that meet member needs and contribute to the association's financial health.
3. Knowledgeable about the work of large membership-based professional associations that operate at a national and global level, often through committees and autonomous chapters.
4. A seasoned manager, capable of overseeing departments led by talented staff.
5. An excellent communicator, both in writing and orally.
6. Capable of working cooperatively with diverse constituencies and personalities, including members, committee chairs, chapter directors, staff, board members, and peers at other organizations.
7. Able to travel at least six times per year to attend educational programs organized by ACC, board meetings, and meetings run by other organizations.
8. Able to balance work and family life.
9. A team player, with a good sense of humor.

Compensation

The compensation package will include a salary that will be commensurate with experience and qualifications, and competitive with senior association management positions at comparable organizations in Washington, DC; a bonus plan that is tied to organizational performance; and a generous benefits package that features several family-friendly components.

To Apply

Please **e-mail** (or mail): 1) cover letter, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5016 Westpath Terrace
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: Larry@SlesingerManagement.com
(attached files only in Microsoft Word or PDF)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

ACC is an equal opportunity employer.