



About Us

CWM is a full-service business law firm dedicated to providing personalized and high-quality legal services to our clients. As a growing practice, we are committed to fostering a collaborative, supportive, and client-focused environment. We are seeking an Executive Director to oversee our operations, drive efficiency, and support the growth of our firm.

Position Summary

The Executive Director will be responsible for managing and optimizing day-to-day operations and supporting long-term strategic initiatives. This role involves overseeing financial management, HR, IT, and administrative functions. The ideal candidate will bring strong operational expertise, excellent leadership skills, and a proactive approach to problem-solving.

Key Responsibilities

- **Operational Leadership**
 - Develop, implement, and manage operational policies and procedures to ensure efficient workflow.
 - Oversee administrative functions, including scheduling, office management, and resource allocation.
 - Establish and monitor key performance indicators (KPIs) to assess operational efficiency and recommend improvements.
- **Financial Oversight**
 - Collaborate with the managing partner to develop budgets, financial forecasts, and strategic plans.
 - Supervise billing, collections, payroll, and expense management.
 - Track financial performance, provide regular reporting, and offer insights for optimizing revenue and profitability.
 - Coordinate with firm accountant, IRS, and institutional asset manager.
- **Human Resources & Talent Development**
 - Manage HR functions, including recruitment, onboarding, and employee development.
 - Manage performance evaluation processes, support professional development, and foster a positive culture.
 - Ensure compliance with legal and regulatory requirements related to employment and workplace policies.
- **Technology & Innovation**
 - Coordinate IT infrastructure, applications, and security with Virtual Chief Information Officer to support secure and efficient operations.
 - Identify and implement technology solutions to improve workflow and enhance client service.

- Ensure data security and compliance with relevant data protection regulations.
- **Client Experience & Firm Growth**
 - Support client service standards and initiatives to enhance client satisfaction and retention.
 - Collaborate on business development activities, including marketing initiatives, brand positioning, and client outreach.
 - Assist in strategic planning to drive the firm's growth and success.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Proven experience in operations or leadership roles within the legal, professional services, or related industry.
- Strong financial acumen, with experience in budgeting, financial reporting, and profitability analysis.
- Familiarity with legal technology and software (e.g., TABS, Practice Master, Clio, QuickBooks, or similar).
- Excellent communication, leadership, and interpersonal skills.
- High level of organization, attention to detail, and problem-solving abilities.
- Knowledge of HR practices, compliance, and employment law is a plus.

Why Join Us?

CWM offers a supportive and dynamic environment, where you will play a key role in shaping the future of the firm. You'll have the opportunity to lead operational strategy, contribute to meaningful change, and work alongside a dedicated and passionate team. Additionally, CWM offers a traditional employee 401(k) program with an employer match along with generous health insurance options.

To Apply:

Interested candidates should submit their resume, cover letter, and references to ddavenport@cwm-law.com