

**Executive Director**  
**Kentucky Bar Foundation and IOLTA Program**  
**Frankfort, Kentucky**

The Kentucky Bar Foundation (KBF) and Kentucky's Interest on Lawyers' Trust Accounts (IOLTA) Program seek an experienced, mission-driven leader to serve as their next Executive Director.

The Kentucky Bar Foundation is dedicated to fueling access for justice and expanding legal knowledge throughout the Commonwealth, with a vision of Access for Justice for All. Through charitable giving, grantmaking, and partnerships, KBF supports programs that strengthen the legal system and improve the lives of Kentuckians.

Kentucky's IOLTA Program plays a vital role in supporting access to civil legal services for low-income and vulnerable Kentuckians. By collecting interest generated on eligible attorneys' trust accounts, the program provides essential funding for civil legal aid and other initiatives that advance access for justice throughout the Commonwealth.

The Executive Director provides leadership for both organizations, working closely with their respective governing boards to advance their missions, ensure responsible financial stewardship, strengthen relationships with key stakeholders, and oversee effective operations.

**Position Responsibilities**

The Executive Director will:

**Organizational Leadership and Governance**

- Provide strategic leadership for both KBF and the IOLTA Program and implement Board-approved priorities.
- Work closely with both governing boards and their committees, providing timely financial information, operational updates, and recommendations to support effective governance.
- Lead, supervise, and develop staff responsible for the Foundation's and IOLTA Program's operations.
- Oversee organizational policies, compliance, risk management, and administrative functions.
- Represent both organizations within Kentucky's legal community and with statewide and national partners.

**Kentucky Bar Foundation**

- Lead fundraising and donor-development efforts, including major gifts, annual giving, planned giving, and donor stewardship.
- Cultivate strong relationships with attorneys, law firms, donors, legal organizations, and community partners.
- Oversee the Foundation's grantmaking programs, including application review, grant administration, and evaluation of outcomes.
- Develop and manage the Foundation's annual operating budget and ensure responsible management of financial resources and investments.
- Communicate the Foundation's mission, accomplishments, and opportunities for engagement.
- Identify innovative opportunities to expand access for justice, strengthen legal education, and increase the Foundation's philanthropic impact.

### **Kentucky IOLTA Program**

- Direct the administration and operations of Kentucky's IOLTA Program in accordance with applicable Kentucky Supreme Court Rules and governing policies.
- Oversee the collection, monitoring, reconciliation, and reporting of IOLTA revenues and program financial information.
- Develop and maintain productive relationships with participating financial institutions, including efforts to strengthen bank participation and maximize IOLTA revenue.
- Oversee the IOLTA Program's banking relationships, account information systems, financial reporting, and operational procedures.
- Work with the IOLTA Board to develop budgets, evaluate funding priorities, and administer grants and distributions to eligible organizations.
- Maintain strong relationships with Kentucky's civil legal aid organizations, the Kentucky Bar Association, the Kentucky Supreme Court, financial institutions, and other access-to-justice partners.
- Monitor developments affecting IOLTA programs, including banking practices, interest rates, regulatory requirements, and national IOLTA initiatives.
- Ensure effective financial controls, accurate recordkeeping, and compliance with applicable rules and reporting requirements.

- Identify opportunities to improve program efficiency, strengthen financial sustainability, and expand support for civil legal services throughout Kentucky.

### **Ideal Candidate**

The successful candidate will bring:

- Significant leadership and management experience, preferably in a nonprofit, foundation, legal, financial, educational, or public-service organization.
- Demonstrated success in fundraising, donor development, and relationship building.
- Strong financial management skills, including experience with budgeting, financial reporting, internal controls, and oversight of organizational resources.
- Experience working effectively with governing boards and implementing strategic priorities.
- The ability to understand and administer complex programs involving financial institutions, regulatory requirements, and multiple stakeholders.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills, sound judgment, and the ability to manage multiple responsibilities and priorities.
- A collaborative leadership style and the ability to build trust with staff, board members, attorneys, financial institutions, donors, and community partners.
- Strategic vision combined with attention to detail and a commitment to accountability.
- A genuine commitment to access for justice and service to the Commonwealth.

A law degree or experience working within the legal profession is preferred but not required. Experience with nonprofit leadership, philanthropy, financial administration, the legal community, or access-to-justice programs is highly valued. Familiarity with IOLTA programs is beneficial but not required.

### **Compensation**

**Salary: \$100,000–\$125,000**, commensurate with qualifications and experience, plus a competitive benefits package.

### **How to Apply**

Interested candidates should submit a resume, a cover letter describing their interest in the position and relevant leadership experience, and three professional references.

Applications should be submitted to [sduncan@kybar.org](mailto:sduncan@kybar.org). Applications will be reviewed on a rolling basis beginning immediately. For priority consideration, interested candidates are encouraged to apply by **November 6, 2026**. The position will remain open until filled.

The Kentucky Bar Foundation is an equal opportunity employer.