



5121 Masthead NE · P O Box 92860
Albuquerque, NM 87199-2860
(505) 797-6000 · (800) 876-6227
Fax (505) 828-3765 · www.sbnm.org

NOTICE OF JOB OPPORTUNITY

Announcement Date:	9/16/2026
Position:	Attorney Services & Engagement Manager (Full-Time) Salaried/Exempt
Salary:	\$58,000 - \$62,000/year depending on experience and qualifications
Location:	Albuquerque, NM

POSITION OVERVIEW

The State Bar of New Mexico is a professional membership organization of attorneys licensed to practice law in New Mexico. The mission of the State Bar is to be a united and inclusive organization serving the legal profession and the public.

The State Bar of New Mexico (SBNM) seeks qualified applicants to join our team as a full-time (40 hours/week) **Attorney Services and Engagement Manager**. This position manages the department's daily operations, staff, programs, and attorney-engagement activities. Working in partnership with the Deputy Director, the Manager helps develop and implement strategies that strengthen attorney participation, improve services, and increase the value attorneys receive from the State Bar. The Manager serves as a primary operational liaison to State Bar sections, divisions, committees, and other attorney groups; supervises assigned staff; coordinates cross-departmental support; and uses feedback and participation information to recommend new or improved programs and services. This position combines association management, people leadership, project and event management, communications, marketing, and continuous improvement. Salary: \$58,000/year-\$62,000/year depending on experience and qualifications. **Generous benefits package included.** This position is eligible for partial telecommuting within NM. Qualified applicants should submit a cover letter and resume to HR@sbnm.org. See *below for details and application instructions*.

DUTIES AND RESPONSIBILITIES

Department Leadership and Operations

1. Manages the department's daily operations, priorities, workflow, projects, calendars, and service commitments.

2. Partners with the Deputy Director to develop departmental goals, annual priorities, service standards, and implementation plans aligned with the State Bar's strategic direction.
3. Evaluates departmental needs and brings forward practical recommendations that identify the problem, proposed solution, resource requirements, anticipated costs, and organizational benefit.
4. Designs and continuously improves the department's service-delivery model to provide attorney groups with clear, responsive, and coordinated access to State Bar expertise, resources, systems, and support.
5. Develops, implements, and maintains departmental policies, procedures, standard operating procedures (SOPs), calendars, templates, and continuity documentation.
6. Monitors workload, deadlines, service levels, and emerging risks and adjusts assignments or escalates resource needs as appropriate.
7. Supports budget planning, tracks program and group-related expenditures, and processes or approves vendor payments and reimbursements within delegated authority.

Attorney Groups and Engagement

1. Serves as a primary operational liaison to sections, divisions, committees, voluntary bars, and other attorney groups supported by the department.
2. Provides guidance to sections, divisions, committees regarding recruitment, retention, governance, bylaws, elections, appointments, budgets, communications, programs, and use of State Bar resources.
3. Leads the administration of section and division elections and committee appointment and membership processes in accordance with applicable bylaws, policies, and timelines.
4. Coordinates annual and periodic training for group leaders, including leadership, budgeting, governance, and use of State Bar systems and services trainings.
5. Maintains regular and proactive contact with group leaders, attends meetings as appropriate, identifies service needs, and strengthens relationships between attorney groups and the State Bar.
6. Identifies successful programs and practices and works with group leaders to adapt or expand them across other sections, divisions, committees, and member communities.
7. Serves as a designated liaison to the Young Lawyers Division and other assigned groups or programs.

Communications, Marketing, and Digital Engagement

1. Develops attorney-engagement strategies, targeted email campaigns, promotional initiatives, and outreach plans in collaboration with Marketing & Communications.
2. Drafts, coordinates, and reviews communications for attorney groups and programs, including e-blasts, newsletters, surveys, web content, event materials, and sponsor recognition.
3. Manages or coordinates group dashboards, listservs, web pages, online resources, and other digital engagement tools.
4. Uses participation data, campaign results, surveys, website activity, and attorney feedback to evaluate effectiveness and recommend improvements.
5. Works with Marketing & Communications and Information Technology to improve the digital experience for attorneys and ensure content is timely, accessible, accurate, and consistent with organizational standards.
6. Explores new tools, channels, and approaches that can improve outreach, personalize services, and strengthen attorney participation.

Programs, Events, and Strategic Initiatives

1. Plans and manages attorney-group programs and events, including public-service programs, professional-development activities, award ceremonies, receptions, networking events, and leadership meetings.
2. Coordinates program requirements with Facilities, Front Desk, Information Technology, Marketing & Communications, Accounting, and other internal teams.
3. Supports Board of Bar Commissioners district activities, ceremonies, and other assigned State Bar events in coordination with the appropriate administrator or project lead.
4. Leads or contributes to strategic initiatives involving attorney engagement, outreach, professional development, technology, digital services, and organizational improvement.
5. Conceives, evaluates, and pilots new programs, resources, service offerings, and engagement approaches in response to attorney and group needs, with an emphasis on solutions that can be refined, scaled, or adapted across multiple member communities.
6. Develops project plans, timelines, ownership assignments, budgets, risk assessments, and progress updates for assigned initiatives.
7. Ensures that events and programs are appropriately staffed and that evening or weekend responsibilities are planned and distributed as equitably as operational needs allow.

Supervision and Staff Development

1. Directly supervises assigned departmental staff and provides clear expectations, priorities, coaching, feedback, and performance accountability.
2. Delegates routine and administrative responsibilities appropriately so departmental work is sustainable, and management capacity is available for strategic priorities.
3. Participates in defining staff positions and in interviewing, onboarding, training, and ongoing development.
4. Creates cross-training and documentation practices that reduce single points of failure and preserve institutional knowledge.
5. Promotes a collaborative service culture and coordinates backup support across Operations when needed.

OTHER RESPONSIBILITIES:

1. Supports State Bar Annual Meeting activities and other major organizational events as assigned.
2. Supports outreach to law students and participates in appropriate UNM School of Law programs.
3. Maintains voluntary-bar and law school contact information and coordinates access to available State Bar resources.
4. Provides backup to other State Bar staff when necessary and operationally appropriate.
5. Performs other duties and special projects as assigned by the supervisor.

MINIMUM EDUCATION AND QUALIFICATIONS

Bachelor's degree in business administration, marketing, communications, association management, public administration, or a related field and two or more years of relevant, progressively responsible experience. In lieu of a Bachelor's degree, at least 6 years of relevant experience.

REQUIRED SKILLS AND ABILITIES

1. Demonstrated ability to lead work, organize resources, delegate effectively, develop others, and follow through on commitments.
2. Excellent customer-relations and communication skills, both verbal and written, with the judgment and professional decorum necessary to work with Board members, members of the judiciary, attorneys, volunteers, vendors, staff, and the public.
3. Ability to think strategically while managing detailed operational responsibilities, multiple deadlines, and competing priorities.
4. Ability to identify problems, analyze relevant information, develop practical solutions, and communicate recommendations clearly.
5. Strong project, program, meeting, and event-management skills, including planning, scheduling, coordination, budgeting, risk identification, and evaluation.
6. Working knowledge of member engagement, marketing, communications, outreach, surveys, and basic performance analytics.
7. Demonstrated initiative and creativity, including the ability to recognize unmet needs, test new approaches, and provide mission-aligned solutions.
8. Ability to collaborate across departments, build productive relationships, and maintain composure in stressful or sensitive situations.
9. Proficiency with Microsoft 365, databases, spreadsheets, email-marketing tools, virtual-meeting platforms, content-management systems, and related business applications.
10. Ability to learn new systems and use technology to improve service delivery, documentation, communication, and engagement.

SKILLS PREFERRED:

1. Prior lead, supervisory, association-management, member-service, marketing, communications, program-management, or project-management experience is strongly preferred.
2. Bilingual English-Spanish communication skills.

CONDITIONS OF EMPLOYMENT

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the State Bar is on an “at-will” basis.
- Employees are required to adhere to all State Bar policies and procedures.
- The State Bar provides reasonable accommodation to applicants with disabilities.
- Occasional evening and weekend work may be required.
- Occasional travel may be required.
- This position qualifies for partial telecommuting. Partial telecommuting may not be available at all times during the year.

BENEFITS

The State Bar provides a generous benefits package to eligible employees including:

- Fourteen paid holidays
- Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service (prorated for employees working less than 40 hours per week).
- Benefits plans includes:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Group life insurance
- Short Term and Long-Term Disability
- Flexible Spending Account
- Retirement Savings (401k) – 6% match
- Wellness Benefit Program
- Employee Assistance Program

APPLICATION INFORMATION

Qualified applicants **must submit a cover letter and resume by email to hr@sbnm.org**

Please use the following naming convention in your subject line: “Your Name” – Attorney Services & Engagement Manager

Applications must be submitted in ONE PDF document.

Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.

By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.

This position is not eligible for relocation assistance.

THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER

