

<b>Firm/Company Name:</b>	Riley Riper Hollin &	<b>Website:</b>	rrhc.com
<b>Job Title:</b>	Colagreco Executive Director	<b>Work Option:</b>	[i.e.: onsite, hybrid, remote, etc.] onsite
<b>Department/Group:</b>		<b>Posted By:</b>	Luanne Lyons-Smith
<b>Location:</b>	Exton, PA	<b>Travel:</b>	NA
<b>Salary Range:</b>	Negotiable	<b>Position Type:</b>	[i.e.: full-time, part-time, etc.] full - time
<b>HR Contact:</b>	NA	<b>Date posted:</b>	5/26/2022

**How to Apply: (Fax, Email, Mail, Link, etc.):**

lawfirmjobs@altmanweil.com, and specify Department 1023

**Job Description**

**Brief Summary:**

LAW FIRM EXECUTIVE DIRECTOR IN SUBURBAN PHILADELPHIA

Want relief from the hassles of working in Center City and taking public transportation to work? If so, this is an opportunity to become part of the leadership of a respected firm of approximately 20 lawyers in Exton, Pennsylvania. With the impending retirement of the incumbent later this year, the firm is looking for an Executive Director to become an integral part of its team, where there is a long history of empowerment of the person in the position. The Executive Director reports directly to the Executive Committee, and has overall responsibility for the firm's administration, including accounting and finance, operations, information technology, human resources, marketing and facilities management. The successful candidate will have sound academic credentials, proven executive and management skills and experience (preferably in a law firm environment), a strong financial background, and the skills to serve as the firm's principal administrator. The compensation package is competitive and commensurate with the position and responsibilities. Please email your resume in confidence, along with salary requirements, to our consultants, Altman Weil., Inc., at lawfirmjobs@altmanweil.com, and specify Department 1023 in the subject line. Equal Opportunity Employer

**Skills/qualifications:**