



Opportunity Profile

Executive Search for:

Chief Administrative Officer

VOGEL

Law Firm

Chief Administrative Officer

Vogel Law Firm
Fargo, North Dakota
www.vogellaw.com

About Vogel Law Firm

Vogel Law Firm, established in 1880 with offices in Fargo, Bismarck, Moorhead, and Minneapolis, is recognized as the largest law firm in North Dakota and Western Minnesota. With over 45 attorneys, they offer a broad range of legal services across four states. Active in the American Law Firm Association (ALFA), the firm provides access to national and global legal services. Vogel emphasizes personalized attention and professional integrity. Recent recognition includes the FMWF Chamber of Commerce Young Professionals Best Place to Work Chamber Choice Award and United Way Top 25 Most Generous Workplaces, highlighting their authentic unity and compassion for the communities they serve. Committed to growth, Vogel continues to recruit top talent for promising careers in the evolving legal landscape. Vogel Law Firm is currently searching for a Chief Administrative Officer (CAO) to lead their team.

Opportunity Overview

The role of the Chief Administrative Officer for Vogel Law Firm exists to lead strategic initiatives and operational effectiveness.

The next CAO will have opportunities to build consensus and drive collaboration. The ideal candidate will have experience developing strategic and long-range goals, as well as setting operational objectives and policies. The CAO must possess team leadership, interpersonal, and project management skills, and well as strategic focus to drive exceptional service.

KEY RESPONSIBILITIES TO ACHIEVE SUCCESS

The Chief Administrative Officer will be responsible for achieving success in the areas of Strategic Planning and Implementation, Operational Oversight, Project Management, Technology Management, Financial Oversight, Risk and Compliance, and Administrative Team Leadership.

Strategic Planning and Implementation

Execute and collaborate on the firm's strategic plans, including trend analysis, competitive intelligence, and expansion opportunities, while monitoring performance indicators, addressing bottlenecks, and fostering a collaborative, process-driven approach to achieve the firm's strategic objectives.

Project Management

Oversee and manage projects and directives assigned by the President or management committee, including project planning, resource allocation, progress tracking, risk mitigation, and change management to ensure stakeholder engagement and project success. Coordinate cross-functionally, foster collaboration, and facilitate effective communication throughout project lifecycles.

Administrative Team Leadership

Retain a motivated, collaborative team and cultivate a work environment that embody the firm's culture and values through efficient reporting, communications, and decision-making processes and enhance engagement and ownership of results. Support the President, management and recruiting committees, and the HR department in business development, talent acquisition, onboarding, and performance management processes.

Technology Oversight

Oversee technology system planning, vendor contracting, implementation, maintenance, and serve as a liaison to technology vendors to ensure availability, security, and integrity to maintain the firm's technology infrastructure.

Operational Oversight

Optimize and monitor operational processes, implement best practices, and ensure compliance to enhance efficiency, productivity, and client service delivery within the firm.

Financial Oversight

Monitor financial goals, budgets, and performance metrics, report to the Management Committee on financial planning & forecasting and implement cost-effective strategies to ensure the firm's financial sustainability and profitability.

Risk and Compliance

Identify potential risks, recommend risk mitigation strategies to the President and management committee, and oversee the adherence of firm policies and procedures among Admin Team and staff to safeguard the firm's reputation and minimize liabilities.

• IS THIS ROLE THE RIGHT FIT FOR YOU?

The ideal candidate for the position will match as many of the qualifications as possible listed in the bullets below:

- Bachelor's degree
- 5-10 years of senior management experience, with a strong commitment to the professional development of staff and a successful track record of recruiting and retaining a diverse team
- Experience working in professional services
- Ability to oversee a budget; fiscal management experience is required
- Demonstration of a high level of emotional intelligence, intellectual curiosity, and desire to explore new ideas and innovative approaches to solving problems
- Experience developing partnerships, building teams, managing conflict, and influencing without authority
- Excellent interpersonal, written, and verbal communication skills

COMPENSATION & BENEFITS

Vogel Law Firm offers a comprehensive benefits package and competitive salary based on experience.

THE SEARCH

[Sagency](#), an executive search and leadership consulting firm, has been retained by Vogel Law Firm to conduct this search for their next Chief Administrative Officer. Sagency consultants will review and evaluate all interested parties to help the hiring team review a final group for consideration.

The search will be conducted in a professional manner and all potential candidates will be given consideration by the search firm and Vogel Law Firm. Candidate conversations and information will be handled with great discretion and confidentiality. Sagency and Vogel Law Firm are equal-opportunity employers.

If after reading this Opportunity Profile, you feel that your experience, skills, and passion are a good match for the organization and this role, we would like to

engage with you. Please read below for the first part of the application and selection process.

The first five steps of the application and selection process:

Step 1: Interested candidates complete the online application, which can be found at <https://recruiterflow.com/sagency/jobs/210>

Upload your resume and cover letter.

- The online application will be posted until the position is filled.

Step 2: A Sagency Executive Search Consultant may schedule an initial phone call with qualified applicants.

Step 3: A Sagency Executive Search Consultant will schedule a 60-minute interview with specific candidates.

Step 4: If you are selected and choose to move on to interviews with the search committee, you will be asked to complete an online assessment.

Step 5: First-round interviews with Vogel Law Firm.

Please get in touch with Amanda Reil at 701.715.3533, amanda@sagencytalent.com, with any questions or inquiries. Thank you for your time and your interest in this role.