



Position Description

Position: Sr. Coordinator, SLDO, NDO and Community Programs

Department: Engagement

Reports to: Director, Community Engagement

ABOUT DRI

DRI is the leading organization of defense attorneys and in-house counsel. Membership in DRI provides access to resources and tools for attorneys who strive to provide high-quality, balanced, and excellent service to their clients and corporations. DRI is host to 29 substantive law committees whose focus is to develop ongoing and critical dialogue about areas of practice. – members can search a database of more than 65,000 experts, attend renowned CLE seminars, conferences and webcasts, network with 16,000+ like-minded defense practitioners and more.

POSITION SUMMARY

The Sr. Coordinator, SLDO, NDO and Community Programs is charged with supporting the development of the organization's State, Local and National Defense Organization (SLDO/NDO) strategy leading to increased member engagement and revenue growth. The individual also serves as the primary staff liaison for all SLDO/NDO programs and operations. The position reports to the Director, Community Engagement.

KEY RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

SLDO/NDO Program Management

- Along with the Director, Community Engagement, serve as the primary staff liaison for all SLDO/NDO programs, operations and region related matters
- Support planning efforts and support logistics for monthly regional calls
- Serve as a membership expert for all SLDO/NDO related matters
- Serve as the primary staff lead in coordinating all aspects of regional meetings and assist the Regional Director(s) onsite
- Provide administrative support of SLDO/NDO activities, including maintaining relevant SLDO information, Annual Meeting/EPA Awards, SLDO program calendars, and ensuring SLDO rosters are up to date and nomination/election requirements are met
- Support SLDO/NDO & Executive Director programs at the DRI Annual Meeting
- Work with Vice President, Engagement and Director, Community Engagement to support the planning and execution of the annual Leadership Conference
- Support organizational initiatives working closely with all internal departments and numerous volunteers, including Regional Directors, and DRI State Representatives

Membership & Community Engagement

- Collaborate with Membership and Committees teams on SLDO/NDO engagement initiatives
- Support efforts to engage SLDOs and NDOs in DRI Foundation activities and initiatives
- Support DRI Foundation activities as needed
- Provide back-up support for the Membership and Committees teams as needed



QUALIFICATIONS

- 3 to 5 years experience managing programs, including volunteers
- Experience establishing effective relationships and engaging with volunteer leaders
- Strong interpersonal skills to navigate high visibility with both internal and external customers.
- Bachelor's degree in Marketing, Business, Communications, or related area
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to act with integrity, professionalism, and confidentiality
- Strong knowledge of Microsoft office suite including – Excel, Word, and PowerPoint
- Proficiency with or the ability to quickly learn the AMS/CMS database
- Ability to meet established deadlines, function efficiently under pressure and maintain a cordial and positive attitude when dealing with superiors, DRI volunteers, members, customers, and staff.

WORKING CONDITIONS

- This position works 37.5 hours per week Monday through Friday around core business hours
- Prolonged periods of sitting at a desk and working on a computer
- Ability to travel up to 10%, including evening, and weekend meetings

EQUAL OPPORTUNITY EMPLOYER

DRI provides equal employment opportunity without regard to race, color, creed, gender and gender identity or expression, age, mental or physical disability, medical condition, including pregnancy and childbirth, religion, national origin, marital status, sexual orientation, ancestry, genetic information, political belief or activity, veteran or military discharge status, or any other basis protected by local, state, or federal law and regulations under Title VII.

The policy applies to all employment practices, including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

BENEFITS

- Life Insurance
- Medical Insurance
 - PPO/HSA/HRA/HMO, Prescription Drug Program, and Prescription Drug Copay
 - Dental Insurance
 - Vision Insurance
 - Accidental and Critical Illness
- Short-Term and Long-Term Disability
- Employee Assistance Program
- Up to 15 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year
- 401k w/ Employer Match

Updated: March 2024