

Position Description

Position: Director of Education & Meeting Services

Reports to: VP of Education & Meeting Services

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 over 29 substantive committees whose focus is to develop ongoing and critical dialogue about areas of practice. DRI provides access to resources and tools to grow your practice – members can search a database of more than 65,000 experts, attend renowned CLE seminars, conferences and webcasts, network with 20,000+ like-minded defense practitioners and more.

POSITION SUMMARY

The Director of Education & Meeting Services oversees the coordination and execution of all DRI meetings, including the Annual Meeting, regional and specialty meetings, continuing legal education (CLE) seminars, and exhibit operations. This role is responsible for managing all aspects of meeting planning, including venue selection, contract negotiation, vendor coordination, and on-site logistics. The Director will lead a team to ensure a seamless event and adherence to budgetary and organizational objectives.

The Director collaborates with internal departments, volunteer leaders, and external vendors to develop and execute high-quality events that enhance member engagement and align with DRI's mission.

KEY RESPONSIBILITIES

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

- Oversee the planning and execution of all DRI seminars and meetings.
- Supervise and provide leadership to the Education and Meeting Services team.
- Manage the entire event lifecycle, including site selection, contract negotiation, vendor management, and budget oversight.
- Serve as the primary contact for education and meeting-related service providers.
- Develop and maintain standardized procedures for education and meeting planning, ensuring consistency and efficiency across all events.
- Coordinate with the Marketing Department on the development and production of promotional materials, including registration brochures.

- Work with the VP of Education & Meeting Services to plan and manage budgets.
- Ensure compliance with all contractual obligations and track DRI's meeting/hotel business.
- Draft RFPs and make recommendations for meeting locations based on organizational needs.
- Provide on-site event management, including troubleshooting and ensuring a seamless experience for attendees, speakers, and exhibitors.
- Manage and oversee the reconciliation of meeting expenses and ensure adherence to budget constraints.

QUALIFICATIONS

- Bachelor's degree in hospitality management, event planning, business administration, or a related field preferred.
- 7+ years of experience in meeting planning, association management, or a related field.
- CMP (Certified Meeting Professional) designation preferred.
- Strong leadership and management skills with experience supervising staff.
- Demonstrated experience in negotiating contracts, managing vendors, and coordinating logistics for large-scale events.
- Excellent organizational, problem-solving, and project management skills.
- Strong interpersonal and communication skills, with the ability to interact effectively with stakeholders at all levels.
- Proficiency in Microsoft Office Suite, including Excel, PowerPoint, and Outlook.
- Experience with Re:Members software and Teams preferred.
- Ability to travel as needed to support DRI meetings and events.

WORKING CONDITIONS

- This position works 40 hours per week Monday through Friday around core business hours.
- Some travel is required.
- This position requires lifting of boxes for shipment to/from seminars.
- The position requires you to be on your feet a good portion of the day.

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

- Salary Range: \$80,000 to \$105,000
- 401(k) with Employer Match
- Life Insurance
- Medical Insurance: PPO/HSA/HRA/HMO, Prescription Drug Program
- Dental Insurance
- Vision Insurance
- 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

Updated: March 2025