



## Association Manager

### ABOUT DPS

DRI Professional Services, LLC (“DPS”) is an innovative, growing association management company based in Chicago, Illinois. We are a team of trusted experts who help our valued association clients manage and develop their organizations; with a focus on excellence in association governance, operations, member engagement, strategic development, accreditation, programs and events. At DPS, we strive to help our non-profit clients to reduce costs, lower risks, improve efficiencies, meet tight deadlines, solve challenging problems, support strategic initiatives, and produce better outcomes. DPS is a wholly owned subsidiary of DRI, Inc., the leading professional association for attorneys defending the interests of business and individuals in civil litigation.

### POSITION SUMMARY

The Association Manager is a full-time position that reports to the Senior Director, Association Management Services, DPS. The position is focused on providing **Associate Executive Director** services to DPS association clients; in a manner that develops strong, productive client relationships for the long-term.

If you’re looking for a meaningful position, with the latitude to leverage your knowledge and expertise to help non-profit organizations run better and make an impact, then this could be the role for you.

### KEY DUTIES AND RESPONSIBILITIES

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

- Serve as an ex-officio member of the client organization’s Board of Directors as well as Headquarters (HQ) liaison to various committees.
- Advise the client Board of Directors on governance-related leading practices related to Bylaws, volunteer recruitment, organizational structure, policies, norms, and behaviors.
- Ensure all laws, regulatory filings, accounting practices, and other matters related to business administration are upheld and/or fulfilled.
- Help the client organization identify and grow sponsorships and partnerships
- Communicate effectively with client leadership and all stakeholders on matters related to the organization; serve as the primary driver of communications (either directly, or through others).
- Serve as the staff, business leader of the organization, accountable for driving strategic conversations related to the financial model, and assuming overall accountability for the organization’s financial health and stability.
- Schedule and conduct board and committee meetings;
- Take board and committee minutes, as required;
- Coordinate educational and special events;
- Provide/coordinate onsite staffing, when needed (domestic travel will be required);
- Maintain client websites (content) and database;
- Provide strategic input to client to grow projects and programs;
- Support the overall growth of DPS as a business entity; and
- Other duties as assigned.

### QUALIFICATIONS

- Bachelor’s degree required (minimum)
- At least 3 to 5 years management experience in the association sector or similar field required
- Demonstrable expertise in association operations, governance, membership, events and engagement.
- Leadership experience in a volunteer governed board is a plus.

- Powerhouse organizational and project management skills.
- A passion for driving action across teams to a high level of detail and accuracy.
- Strong, persuasive communication skills required (written, verbal and formal presentation)
- Exceptional interpersonal skills, with strong problem-solving capabilities required
- Ability to read, interpret and make recommendations on financial reports.
- Strong computer skills in Microsoft Office Suite required
- Event management software expertise and experience (ideally with Cvent) preferred
- Database management experience preferred
- Website content management experience preferred

#### WORKING CONDITIONS

- This position works 37.5 hours per week Monday through Friday around core business hours
- Some travel may be required

#### 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/HRA, PPO/HSA, Prescription Drug Program, HMO, and Prescription Drug Copay are available
  - Dental Insurance
  - Vision Insurance
- Short-Term and Long-Term Disability
- Work/Life Balance Program
- Identify Theft Insurance
- Up to 10 vacation days per year, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year