



## **MEMBERSHIP & MARKETING SPECIALIST – DPS Association Management**

### **About DPS Association Management**

DPS Association Management (DPS-AM) is an innovative, Chicago-based AMC, with **over 20 years of experience in successfully managing non-profit organizations of diverse sizes**. Our team of trusted experts is dedicated to helping nonprofit organizations thrive and grow through disciplined governance, innovative approaches, and proactive management backstopped with a rigorous suite of technical resources, management tools, and back-office processes.

We are a growing company that services a variety of non-profit sectors, including the legal, medical, insurance, technology, and the meeting professional industries. The growth of DPS-AM is due in part to our commitment to team culture and insistence on transparency.

DPS-AM is wholly owned by DRI, and the leading bar association of defense attorneys and in-house counsels. 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. DPS-AM's ownership by a leading legal bar association gives DPS-AM a unique foundation of resources, financial wherewithal, and transparent governance that privately owned AMCs often lack.

### **Position Summary**

We are seeking a highly organized, operations and marketing savvy professional to join our in-house association management team. The Membership and Marketing Specialist is a key member on the DPS-AM team, responsible for engaging with assigned clients to execute their membership, marketing, and event strategies.

This role offers the opportunity to develop a broad range of association management skills and experience, providing a strong foundation for career growth within the association management industry or the nonprofit sector. If you thrive on variety, are organized, enjoy learning multiple disciplines, and are eager to avoid boredom on the job while developing your skills, this could be the perfect role for you. The Membership & Marketing Specialist will focus on supporting, developing, and guiding nonprofit volunteer leaders and members. Key responsibilities include marketing, member engagement, and client management to drive attendance at seminars, webinars, and virtual events. This will be achieved through digital advertising, social media, email campaigns, web content, adherence to branding guidelines, and the creation of collateral materials.

This is a full-time position that reports to the Senior Manager, Association Management Services at DPS-AM.

### **Key Duties and Responsibilities**

- Oversee day-to-day operations to ensure the smooth execution of association activities.
- Foster strong client relations by addressing member requests and facilitation volunteer leader interactions with attention to detail.
- Manage client membership operations, including: database analysis, updates, reporting, and campaign configuration.
- In conjunction with DPS and client leadership, plan/execute membership renewal campaigns to drive membership renewal, engagement and retention.
- Develop and implement client social media campaigns to increase visibility and engagement. Coordinate marketing efforts across broadcast email, direct mail, print, digital advertising, and web campaigns, from concept to delivery.
- Manage event-related needs, including handling registrations, coordinating event supplies and materials, and assisting with setup and breakdown if attendance is required. Collaborate with internal teams and external vendors as needed.
- Assist in organizing conferences, board meetings, and seminars, ensuring efficient preparation and execution.
- Provide project and administrative support to clients and the DPS-AM team, including database maintenance and reporting.
- Collaborate with the DPS-AM team to develop and maintain website content tailored to various audiences. Contribute to the growth of DPS-AM brand recognition through collaborative efforts with the DPS-AM team.
- Other duties may be assigned that are required for this position.

## **This Role Might Be for You If...**

- You have demonstrated exceptional customer service skills.
- You exhibit strong written and verbal communication skills, with excellent attention to detail.
- You have strong skills in time management and organization.
- You display the ability to work independently and as part of a team.

## **Membership and Marketing Specialist Requirements and Qualifications**

- Bachelor's degree in marketing or related field preferred.
- 1-2 years of experience in marketing, with an emphasis on digital marketing, events, or membership organizations preferred.
- Nonprofit experience preferred.
- Strong ability to communicate abstract concepts clearly and concisely.
- Experience working in an association or on a high-energy team preferred. Knowledge of Cvent, Hootsuite, Personify, MemberClicks, Your Membership, or Wild Apricot is preferred.
- Self-starter with the ability to work independently. Strong project management skills, with the ability to plan and manage operations and costs effectively. Ability to manage multiple projects simultaneously. Willingness to travel up to 5% of the time.

## **Working Conditions**

- Self-starter with the ability to work independently. Strong project management skills, with the ability to plan and manage operations and costs effectively. Ability to manage multiple projects simultaneously. Willingness to travel up to 5% of the time.
- This a hybrid position works 37.5 hours per week Monday through Friday in Chicago, which currently includes three (3) office days per week, with Tuesday as a mandatory office 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 - \$40,000 to \$50,000
- Life Insurance
- Medical Insurance
  - PPO/HRA, Prescription Drug Program, HMO, and Prescription Drug Copay are available
- Dental Insurance
- Vision Insurance
- Short-Term and Long-Term Disability
- Pet insurance
- Legal insurance
- Identify Theft Insurance
- Work/Life Balance Program
- Up to 15 vacation days per year (prorated for 2025)
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year

**To apply, please submit your resume and cover letter to Patrick Ruetschlin, HR Coordinator, [pruetschlin@dri.org](mailto:pruetschlin@dri.org)**