



Membership & Marketing Specialist

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

We are seeking a highly organized, marketing savvy professional to join our in-house association management company. The Association Membership & Marketing Specialist will play a key role in supporting, developing and guiding non-profit volunteer leaders and members. This position will be responsible for marketing, member engagement and client management efforts related to increasing event attendance at seminars, webinars, and virtual events for many of our clients through digital advertising, social media, email, web content, branding guidelines and collateral materials. This is a full-time position that reports to the Senior Director, Association Management Services, DPS.

Key Duties and Responsibilities

- Build and sustain strong client relations through attentive detail in handling member requests and volunteer interactions.
- Manage assigned broadcast email, direct mail, print, advertisement (online, print and social media) and web marketing campaigns from concept to delivery.
- Manage needs for events, both working internally and with outsourced vendors
- Assist with the preparation of conferences, board meetings and seminars
- Provide project and administrative support to the client and staff team, including database maintenance and reporting
- Collaborate with DPS team to develop and maintain website content for the various intended audiences
- Contribute to the growth of DPS brand recognition through collaborative efforts with entire DPS team

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

Association Coordinator Requirements and Qualifications

- Bachelor’s degree in marketing or related field
- 1-2 years’ experience in marketing, with a preference for digital marketing, events, or membership organization experience
- Ability to successfully communicate abstract concepts in a clear and concise manner
- Association experience working on a high-energy team is preferred
- Knowledge of Cvent, Hootsuite, Personify, MemberClicks, Your Membership, or Wild Apricot is preferred
- Ability to work independently as a self-starter

- Strong project management skills
- Ability to plan and manage both operations and costs
- Ability to manage multiple projects at one time
- Ability to travel 5% of the time

WORKING CONDITIONS

- This position works 37.5 hours per week Monday through Friday around core business hours

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

TO APPLY, PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO RACHEL MCGEEVER, HR GENERALIST, RMCGEEVER@DRI.ORG