



Position Description

Title: Enterprise Solutions Manager

Reports to: VP of Development

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 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 Enterprise Solutions Manager leads the business development efforts for DRI's Enterprise Solutions portfolio, providing a range of products that allow law firms, in-house counsel and solution providers to leverage DRI's robust marketing and events programming for engagement with our community. The Enterprise Solutions offering includes Enterprise Membership to DRI for firms and companies, Advertising in DRI's award winning publications, and sponsorship and Group Registration for our annual event calendar of 30+ seminars and meetings.

The Enterprise Solutions Manager will use for both existing and new membership and event development funnels to initiate outreach communications with prospective law firms, in-house counsel and members; additionally, this role will provide input on the development of new products and services to drive member value.

Key Duties and Responsibilities:

The Enterprise Solutions Manager's key duties and responsibilities, include, but are not limited to:

- Maintain and grow relationships with key DRI firms, interacting with firm decision-makers such as managing partners, practice group leaders and CLE/Marketing Directors; lead the sales proposal development efforts to effectively convey existing firm/member engagement, and key benefits of the proposed Enterprise Solutions offerings.
- Develop and maintain a comprehensive sales strategy for law firms, in-house counsel and solution providers to prospect for new business relationships with DRI.
- Manage inbound inquiries for DRI's Panel Counsel program, as well as collaborating with the Meeting Services team for space assignments and client deliverables in conjunction with DRI's seminar programming.
- Work closely with the Programming team to provide committee leadership with details and key benefits for DRI's Group Registration offerings for seminars, webinars and the annual meeting.
- In collaboration with the Membership team assist with new firm Enterprise Membership onboarding, to ensure firm members are aware of DRI's value proposition and key products/services.

- Work closely with the marketing team to develop appropriate collateral, messaging and promotional campaigns.
- Collaborate with the accounting department to ensure the timely delivery of invoices.
- Regularly report on progress, opportunities, and success to leadership.
- Other duties as assigned.

Required Skills/Abilities:

- 3+ years of successful business development/account management experience
- A bachelor's degree is preferred.
- Excellent verbal and written communication skills.
- Ability to work independently and manage multiple assignments simultaneously.
- A strong work ethic characterized by a willingness to see assignments through to completion.
- Ability to meet established deadlines, function efficiently under pressure and maintain a cordial and positive attitude when dealing with superiors, DRI volunteers, members, meeting attendees, vendor partners, and staff.
- Strong interpersonal skills to navigate high visibility with both internal and external customers.
- Thorough understanding of Microsoft 365, including Excel, PowerPoint, and Microsoft Outlook.

Working Conditions:

- This position works 37.5 hours per week Monday through Friday around core business hours.
- Some travel 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, PPO 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 15 vacation days per year
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year