



Position Description

Title: Meeting Services 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 Meeting Services Manager will work directly with the VP of Development on the DRI Annual Meeting, future meetings site searches, coordinating and executing continuing legal education seminars, regional and specialty meetings, seminar and annual meeting exhibit operations, and counsel meetings. The individual will monitor seminar contracts and expenses, manage meeting expense reconciliation, manage seminar hotel blocks, and manage deadlines and related meeting reports.

Key Duties and Responsibilities:

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

- Working directly with the VP of Development on the DRI Annual Meeting, future meetings site searches, coordinating and executing continuing legal education seminars, regional and specialty meetings, seminar and annual meeting exhibit operations, and counsel meetings.
- Monitoring seminar contracts and expenses, manage meeting expense reconciliation, manage seminar hotel blocks, and manage deadlines and related meeting reports.
- Conducting site searches, site search analysis and contract negotiations, regional and specialty meetings logistics, and seminar and annual meeting exhibit operations.
- Monitoring expenses, manage meeting bill reconciliation, manage seminar and Annual Meeting hotel blocks, and manage deadlines and meeting reports.
- Working closely with appropriate internal staff to ensure successful execution of these meetings.
- Coordinating various aspects of the Annual Meeting including but not limited to the registration process, content development for marketing materials, social programs, and in supporting the VP of Development in all aspects of planning the Annual Meeting and other events, as necessary.
- Be an integral member of the Annual Meeting team and work closely with various Steering Committee Members.
- Interacting with all internal departments and with the highest levels of the organization, including the Executive Team.

Required Skills/Abilities

- 5-7+ years meeting planning experience in a non-profit or corporate environment.
- A bachelor's degree in hospitality management is preferred.
- Excellent verbal and written communication skills are a must in this team environment.
- Ability to work independently and manage multiple assignments simultaneously.
- A strong work ethic characterized by a willingness to see assignments through to completion.
- Creativity and innovation in the execution of DRI meetings.
- 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.
- Experience with iMIS software preferred.

Working Conditions:

- This position works 40 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, 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