



WEBMASTER

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

We are seeking a highly-skilled webmaster to join our in-house marketing team. In this role, you will be responsible for working closely with our marketing staff to managing DRI's web presence, ensuring that our site is user-friendly and up-to-date at all times. You should be highly knowledgeable in online security, content management, IMIS, Sitefinity and have solid coding skills. This position will report to the Creative Director.

Key Duties and Responsibilities

- Meet with management regularly to discuss current and future functionality
- Monitor security and perform all necessary website-related updates
- Monitor, analyze and report all web traffic
- Make all necessary updates to the company site, minimizing downtime
- Manage DRI's SEO efforts, including working closely with the marketing team to update content to reflect current SEO trends and ensure maximum site traffic
- Repair any broken links and fix any reported bugs related to the site
- Proactively seek out ways to improve functionality and user experience
- Collaborate with the marketing team to meet needs and improve efficiency
- Manage replies to user comments and queries in a timely fashion
- Gather relevant data and assist in analysis geared towards the successful execution of the marketing team's objectives

Webmaster Requirements and Qualifications

- Bachelor's degree in computer science or related field; master's degree is a plus
- Evidence of continuing education, such as certifications, preferred
- 5+ years' experience in the technology field, with a specific focus on website management, coding and creation
- Leadership and/or management experience is a plus
- Ability to successfully communicate abstract concepts in a clear and concise manner
- Experience working with creative staff
- Strong working knowledge of all relevant coding languages (PHP, Javascript, HTML)
- Strong working knowledge of .Net and Microsoft SQL

- Ability to work independently, self-starter
- Strong project management skills, must be well organized
- Ability to manage multiple projects at one time

Working Conditions

This position works 40 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, 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, which accrue monthly
- Up to 12 sick days per year, which accrue monthly
- Up to two personal days per year