

Position Description

Position: Account Coordinator

Reports To: Enterprise Solutions Manager

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 16,000+ like-minded defense practitioners and more.

POSITION SUMMARY

As an Account Coordinator for Development, you'll support our team in maintaining relationships with corporate sponsors, group registrants, and other key stakeholders. This entry-level role provides an excellent foundation in account management and development in a nonprofit environment. The Account Coordinator will assist in coordinating sponsorship and enterprise activities to support DRI's mission and goals. This role offers the opportunity to develop valuable client relations skills while gaining exposure to the nonprofit sector and legal industry.

KEY RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

1. Relationship Support

- Assist in maintaining positive relationships with current sponsors, group registrants, and enterprise partners through regular follow-ups and communication.
- Support the development team in researching potential new sponsors and partners, gathering data on prospects to prepare for outreach efforts.

2. Proposal & Presentation Assistance

- Help create sponsorship proposals, presentations, and other materials that demonstrate DRI's value to potential partners.
- Work closely with the marketing and design teams to ensure materials are clear, consistent, and engaging.

3. Event & Project Support

- Support event planning by coordinating sponsor deliverables and ensuring sponsor needs are met at DRI events and programs.

- Assist in tracking and fulfilling sponsor commitments, such as promotional placements and visibility opportunities.

4. Data Entry & Reporting

- Maintain accurate records of sponsor, group registrant, and enterprise interactions in CRM software.
- Assist in compiling data for regular reports on account performance and partnership development.

5. Cross-Functional Collaboration

- Work with various DRI teams to support coordinated sponsorship efforts across departments.
- Help ensure that all sponsorship materials and communications reflect DRI's brand and mission.

QUALIFICATIONS

- Bachelor's degree in Business, Marketing, Communications, or related field, or equivalent experience.
- 0-2 years' experience with previous internship or volunteer experience in sales, fundraising, account management, or customer service.
- Strong organizational skills and attention to detail.
- Effective communication and interpersonal skills, with an interest in learning to engage with clients and partners.
- Familiarity with Microsoft Office Suite; experience with CRM software is a plus but not required.

Preferred Competencies:

- Interest in nonprofit work or professional associations, especially in the legal sector.
- Eagerness to learn about sponsorships, partnerships, and nonprofit development.
- Self-motivated with the ability to work well within a team environment.

WORKING CONDITIONS

- This position works 40 hours per week Monday through Friday around core business hours
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

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
- Employee Assistance Program
- 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
- 401k w/ Employer Match

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