

Wyoming Trial Lawyers Association Job Opening: **Director of Member Services**

The Wyoming Trial Lawyers Association (WTLA) is seeking a Director of Membership Services to join our team. We are looking for a dynamic candidate who is interested in a fast paced, multifaceted position and wants to use their talents and skills to help grow WTLA's membership and enhance benefits and services.

ABOUT WTLA: The Wyoming Trial Lawyers Association is the state's largest voluntary statewide legal organization. Our members are attorneys dedicated to protecting the health and safety of Wyoming families, enhancing consumer protections and preserving each citizen's right to trial by jury and access to the courts. WTLA is committed to improving the quality of legal representation for Wyoming families by providing high quality legal education and keeping abreast of legislative and judicial activities.

The duties and responsibilities of the WTLA Director of Member Services include, but are not limited to the following:

- Assists in the development of membership recruitment and retention programs.
- All aspects of membership information development and maintenance; including billing, contact information updates & tracking, member listserves, membership reports and troubleshooting issues.
- In house accounting duties including but not limited to: accounts payable, accounts receivable, financial statements and account reconciliation.
- Assist with coordination, development and implementation of continuing legal education programs.
- Promotion and maintenance of major donor programs including billing, updating listserve and website features.

General Qualifications:

- Leadership – ability to research, evaluate and recommend programs and processes to increase membership and enhance management.
- Public Relations/Communications – comfortable calling, visiting and reaching out to a variety of communities: members, public, educators, students and others. Solid interpersonal skills.
- Organized Self Starter – ability to manage the many and varied duties of a busy fast paced office.

Specific Qualifications/Experience

- B.A. Degree or equivalent experience preferred.
- Demonstrated effective interpersonal skills, including the ability to work effectively with staff, Association leaders, WTLA members and the public.
- Non-profit/Association background preferred.
- Experience with: Excel and Word required. Knowledge of Access preferred.
- Background with QuickBooks required.
- Ability to work effectively under pressure of deadlines.
- Demonstrated computer literacy and familiarity with current technology and equipment.
- Outstanding written and oral communications skills.

Timeline and Details

- For the Complete Job Description, Please Visit wytla.org
- Full time benefited position based in Cheyenne, Wyoming – Hours 8:30 a.m. – 5:00 p.m. Monday through Friday. Requires working two–three weekends a year.
- Some travel required.
- Salary Range: \$28,000 - \$32,000 based on experience. Health and disability insurance and retirement benefits available.
- Hiring decision should be made by the end of August with a projected start date the middle of September.

For consideration please submit resume and cover letter including the contact information for three references by **August 13, 2018** to:

Wyoming Trial Lawyers Association
2111 Warren Avenue
Cheyenne, WY 82001

or

email to wytla@wytla.org with the subject line WTLA Membership Director

JOB DETAILS, Director of Member Services - Wyoming Trial Lawyers Association

The Director of Member Services under the direct supervision of the Executive Director is responsible for WTLA membership including recruitment and retention programs and maintenance of multiple active databases. Responsibilities also include accounting functions including accounts receivable and payable and office management duties.

Membership

- Maintains and regularly updates membership databases and tracking using Member Central platform and excel.
- Responsible for dues billing and processing through excel, QuickBooks & Member Central
- Creates membership reports for the Board and Executive Director.
- Troubleshoots member issues and questions.
- Leadership role in developing member recruitment and retention programs including calling and visiting new and lapsed members.

Accounting

- Responsible for maintenance of WTLA, Foundation and LAW PAC checking accounts.
- Works with outside accounting firm to maintain organization's books and files/ AP & AR.
- Generates financial reports as needed for Executive Director.
- Assists with filing of quarterly and annual tax reports and other government required forms.

Sponsorship Programs and Foundation

- Processes and tracks all fundraising donations.
- Updates and maintains donor listserves and website features.

Continuing Legal Education (CLE)/Events

- Processes event registrations and income including CLE courses, annual convention and volunteer events.

- Assists with planning and coordination of CLE Events including convention, audio, video-conferencing, web and other. Includes communication with speakers, facilities, and IT consultants as needed.
- Maintains Web Store.

Board of Directors

- Works with board of directors and committees to implement board policy and direction.
- Assists with board meeting planning and communication.

LAWPAC – Political Action Committee

- Responsible for PAC filings to the WY Secretary of State including monthly contributions.
- Reconciles PAC bank account.
- Assists with PAC checks to selected candidates during election cycles.

Publications

- Assists with writing general articles and announcements for Coffee House and E-News.
- Creates various member lists for publications.

Office Duties

- Acts as the primary contact for the public - phone calls and attorney referrals.
- Purchases office supplies as needed.
- Maintains equipment contracts and address IT issues as needed.

Public Outreach

- Assists with coordination and scheduling of various programs and events.