

Lawyers Club of San Diego

Director of Programming

Full-time, exempt.

Description

Since 1972, the mission of Lawyers Club of San Diego has been to advance the status of women in the law and society. In its 50th year and with over 1000 members, Lawyers Club is a non-partisan pro-choice organization that proudly advocates for equality and inclusion. Over the past 50 years, members have shaped the feminist movement in San Diego's legal community and beyond.

Lawyers Club offers substantive programming and events designed to grow and inspire leaders, and advances its mission through advocacy, education, and community. Its charitable arm, the Fund for Justice, has granted over half a million dollars to nonprofits serving women and children in San Diego County and more.

Position Summary

- Reporting to the Executive Director, the Director of Programming works with a leadership team of over 60 volunteers to develop and manage mission-centric programming and events in business development, professional advancement, leadership, and continuing legal education. Working closely with staff, the Director of Programming manages marketing and communications, events, outreach to sponsors and members, and assists with operations.

The Work

Tasks include but are not limited to:

- Plan, Strategize and manage year-round events to increase member engagement, sponsor appreciation, education, and legal community outreach. These include:
 - Over 20 high-level events per year including luncheons featuring keynote speakers or panel discussions, a golf tournament, and our annual dinner
 - Monthly committee meetings (12-16 per month) working closely with volunteer leadership to develop and coordinate mission-centric programming
 - Expected Attendance at events ranges from 10-400 members
- Manage continuing legal education credit program and ensure compliance with Lawyers Club's status as a California State Bar Multiple Activity Provider
- Produce and manage general communications and marketing including articles, speeches, briefings, website content, eblasts, newsletters, podcasts, and social media.
- Assist with membership, renewal, and billing; deposits, accounts payable, and expense reimbursements
- Produce, staff and execute events outside of normal business hours
- Other duties as assigned.

Requirements

- Bachelor's degree and a minimum of three years of experience in project management or event planning, donor relations or business development, association management; experience with non-profit organizations a plus
- Ability to attend evening and weekend events; must have own transportation
- Excellent copywriting and editing skills
- Intermediate proficiency with Microsoft 365 and G Suite; working knowledge of database or association management software such as MemberCentral, Raiser's Edge, Wild Apricot, or Salesforce
- Physical requirements include standing, sitting, bending, walking, carrying, and lifting up to 40 lbs. as well as significant time working on a computer

Successful and Required Traits of the position

- Meticulous records management skills
- Marketing and communications design skills; familiarity with Canva a plus
- Highly organized, detail-oriented, and able to coordinate and prioritize competing tasks with ease
- Enjoys working independently and in a team environment
- Professional, trustworthy, able to protect confidential information
- Values diversity, equity, inclusion, and justice
- Tact and diplomacy; a sense of humor and a growth mindset

Supervision Responsibilities

This position assists in the supervision of 2 nonexempt employees and the leadership of volunteers as needed for the programmed events.

Culture

We offer a great hybrid work environment and a culture that values individuality and inclusion. Our Events are fun, rewarding and impactful due to collaborative and inspirational volunteers. Our established team and committees continue to progress the Lawyers Club of San Diego's Mission.

Benefits

Our competitive benefits and overall compensation package include PTO, paid holidays, access to learning and professional development programs, and healthcare. Salary for this position ranges from \$65,000-\$70,000 depending on experience.

To apply, send a cover letter and resume via [email](#) to Ivy Kosmides, Executive Director. This position is open until filled.