



DBIA SW JOB OUTLINE FULL CONTRACT

Quindigo Management is an association management company that helps organizations grow, prosper, and thrive. We are looking for a visionary, budget-conscious contractor with a non-profit and/or association management and event planning background to run the Design-Build Institute of the Southwest Region (DBIA-SW).

The Design-Build Institute of America is the only organization that defines, teaches and promotes best practices in design-build. Design-build is an integrated approach that delivers design and construction services under one contract with a single point of responsibility. The Southwest Region of DBIA includes Arkansas, Oklahoma, Louisiana, Texas, and New Mexico.

Activities Include:

- **Administration**
 - Financial Management
 - Information Management
 - Member Outreach & Communication
 - Board Management & Support
 - Monthly Board/Exec Meetings
 - Strategic Planning & Forecasting Activities
- **Marketing & Communications**
 - Advocacy Activities
 - Newsletter & Social Media work
 - Website updates
- **Committee & Chapter Management**
 - Chapter Event & Strategic planning support
 - Management and support of the four main events' planning committees.
 - 6-8 Monthly Committee Meetings, including:
 - Chapter President Meetings
 - Education Committee
 - Owner's Council
 - Young Professionals
 - Water & Wastewater
 - Legal & Legislative
- **Event Planning & Management**
 - One Regional Conference
 - Session & speaker management
 - Venue booking & management
 - Marketing & Communications

- Sponsor Engagement
 - One Regional Golf Tournament
 - Venue booking & management
 - Marketing & Communications
 - Sponsor Engagement
 - Two Clay Shoots
 - Venue booking & management
 - Marketing & Communications
 - Sponsor Engagement
 - Chapter & Membership Events
 - 5-6 Owners 101 Events
 - Quarterly Owners Roundtable Discussions
 - Quarterly New Member Coffees
 - Up to 10 chapter Webinars
 - Up to 10 Young Professional Networking Happy Hours around the region
- **Fundraising**
 - Planning & Implementation of an annual "Premier Partners" sponsorship drive
 - Tracking Premier Partners to ensure their sponsor benefits are met
 - Utilizing Premier Partners and other member companies to fill sponsorships for the main fundraising events (Conference, Golf Tournament, Clay Shoots, Chapter Events)

The ideal candidate will join the Quindigo Team and:

- Be passionate about the Design-Build Industry
- Meet the scope of the contract including the creation of "quarterly rock" goals and key performance indicator tracking mechanisms
- Attend Quindigo staff meetings once per month
- Kick in support for Quindigo work if needed by another team member
- Communicate when stuck – ask questions, don't let perfect be the enemy of the good.
- Demonstrate initiative, exemplify trustworthiness and be a self-starter
- Provide top-level customer service to clients
- Have the following past experiences & skills:
 - Familiar and comfortable with remote teamwork
 - A self-starter & have initiative
 - Knows how to manage groups of people & projects
 - Association and/or Non-Profit management experience
 - Event Planning & Management Experience
 - Visionary & Budget-Conscious
- Be familiar with the following tools:
 - Microsoft Office – Word, Excel, PowerPoint
 - Dropbox
 - Google Suite
 - Slack
 - Canva
 - Typeform

- LastPass
- Zoom Calls and Webinars
- Quickbooks
- Airtable
- WIX

Compensation

Quindigo Management shall pay Contractor between \$6000-\$6,700 monthly, which shall be due and payable to Contractor on the first of each month after the previous month's work.

Interested?

- Go to www.dbia-sw.org to learn more about the industry.
- Go to www.quindigo.com to learn more about our team.
- Please send an email to grow@quindigo.com, detailing your interest and experience in joining our team and meeting the needs of this association.