

Delta Sigma Theta Sorority, Incorporated

A Service Sorority Founded in 1913

VACANCY ANNOUNCEMENT

TITLE:	Director, Intellectual Property	OPENING DATE:	January 20, 2017
DEPARTMENT:	Executive Office	CLOSING DATE:	February 28, 2017
WORKSITE:	1707 New Hampshire Av., N.W. Washington, DC 20009	NO. OF VACANCIES:	One (1)
TOUR OF DUTY:	Full-time, 40 hours per week	FLSA CLASSIFICATION:	Exempt
SALARY:	Dependent upon experience		

POSITION PURPOSE AND SUMMARY

The Director will develop the Intellectual Property Unit for the Sorority. She will be responsible for evaluating the current operation and for making recommendations relative to implementing effective policies and procedures in order to maximize revenue. The Director will manage all the legal details and paperwork in the licensing process and be responsible for all aspects of trademark clearance, prosecution, maintenance and enforcement, as well as copyright, domain name and matters related to brand protection. Additionally, she will review and approve a variety of contracts as assigned. The Director will also supervise the Intellectual Property Specialist and the Intellectual Property Specialist, Licensing and Compliance. This position will report to the Deputy Executive Director.

DUTIES AND RESPONSIBILITIES

Brand Protection and Enforcement

- △ Take action against trademark infringement
- △ Assist attorneys with trademark litigation
- △ Render legal advice to Delta Sigma Theta Sorority, Inc. regarding areas of trademark law
- △ Monitor licensee reporting and compliance in order to determine any operational issues or any potential breach of contract
- △ Prepare internal and external reports, as necessary
- △ Maintain communication with brand managers, legal department and licensees with respect to licensee operations and reporting
- △ Review assigned Delta Sigma Theta Sorority, Inc. contracts, make recommendations and approvals.

Brand Management

- △ Recommend vending fees, royalty rates, and advance fees
- △ Develop and manage a data base of manufacturers, designers, advertiser, marketers/distributors, and vendors of Delta Sigma Theta Sorority merchandise
- △ Negotiate new and renewed licensing agreements
- △ Research and identify new character and brand licensing opportunities
- △ Troubleshooting product and advertising approvals on an as-needed basis
- △ Travel as needed to Regional Conferences and National Conventions, as well as trade shows, licensor meetings and presentations

Director, IP

- △ Analyze and summarize monthly and quarterly royalty revenues
- △ Prepare and analyze royalty revenues to budget, investigating variances and analyzing trends

Qualifications

The successful candidate will possess the following:

- △ Juris Doctorate Degree from an accredited law school or University with a minimum of 5 years licensing brand coordination experience
- △ ***Must be insurable; final candidates must complete application for malpractice (Errors and Omissions) and general liability insurance.***
- △ Membership in Delta Sigma Theta Sorority is a requirement for some of our positions, The Director, Intellectual Property is one of these positions.
- △ Strong analytical and organizational skills
- △ Prior supervisory experience preferred
- △ Excellent oral and written communication skills
- △ Proficient in MS Office (Excel, PowerPoint, and Word)
- △ Knowledge of financial systems
- △ Experience reviewing contracts
- △ Experience performing legal research
- △ Experience in drafting licensed product sales/marketing presentations

Working Conditions

1. Work performed in an office environment.
2. Must be able to work after normal business hours and weekends when necessary to complete work demands.
3. Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations.
4. Performs duties in a sedentary environment; however, occasionally, the work may require the incumbent to climb up and down stairs; bend and stoop and exert 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W., Washington, DC 2000.

*Before applying, please visit our website at **deltasigmatheta.org** to familiarize yourself with our mission.*

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements.

Submissions that do not include all of the requested information will not be considered.

**Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue, N.W.
Washington, DC 20009
Attn: HR Manager
Or email: hrmanager@deltasigmatheta.org**