

Delta Sigma Theta Sorority, Incorporated
A Service Sorority Founded in 1913

POSITION DESCRIPTION

TITLE: IP Specialist

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Intellectual Property

TOUR OF DUTY: Full-time, 40 hrs per week

WORKSITE: 1707 New Hampshire Av., N.W. **REPORTS TO:** Director, Intellectual Property
Washington, DC 20009

POSITION PURPOSE AND SUMMARY

The IP Specialist supports the Director, Intellectual Property with handling all IP compliance-related matters for the Sorority including the identification of infringements and unauthorized uses and will take the appropriate approved action to protect the organization's IP rights. The IP Specialist actively monitors the internet and social media sites pursuing and investigating the uses and misuses of the Intellectual Property and Trademarks of the Sorority. Additionally, (s)he will support the Director to monitor the renewal of the Sorority's trademarks and assist her with the review of contracts, making recommendations for approval. The IP Specialist will assist in the management of 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.

DUTIES AND RESPONSIBILITIES

1. Alerts and interfaces with Director, IP regarding any IP infringements/violations.
2. Assists Director, IP in the review and the negotiation of Delta Sigma Theta Sorority Inc. contracts.
3. Updates and keeps current the list of Delta's certified vendors and posts on the Delta Sigma Theta Sorority, Inc. website.
4. Maintains contact with the Intellectual Property staff of other NPHC organizations.
5. Supports the Director, IP in rendering legal advice in all areas of IP law.
6. Prepares internal and external reports, as necessary.
7. Maintains communication with brand managers, legal department and licenses with respect to license operations and reporting.
8. Researches and identifies new character and brand licensing opportunities.
9. Recommends vending fees, royalty rates, and advance fees.
10. Manages the monitoring the internet which includes, but is not limited to reviewing, eBay, Zazzle, Facebook and Twitter daily for potential IP violations and maintains communication with media contacts to halt such violations.
11. Assists with the management of the exhibitor program as needed or required.
12. Travels as needed or required to Regional Conferences and National Conventions as well as trade shows, licensor meetings and presentations.
13. Manages all issues regarding BMI and ASCAP. Ensure the listing of music performed is complete. Complete appropriate forms and documentation and turn in information to BMI and ASCAP. Review documentation received and ensure appropriate payment amount is provided to Finance/Executive Director.

14. Researches new IP challenges and make recommendations to Director, IP for next steps.

ADDITIONAL RESPONSIBILITIES

1. Performs duties outside the office setting and outside normal work hours when required to attend evening meetings and to meet deadlines, as assigned.
2. Performs other duties as assigned.

REQUIRED QUALIFICATIONS (Knowledge, Skills, Abilities and Competencies)

1. 1-3 years of progressive Intellectual Property experience.
2. Familiarity with Intellectual Property matters, terminology and/or trademark law.
3. Working knowledge of social media and operational rules and point-of-contacts.
4. Familiarity with vendor management and/or event planning best practices.
5. Excellent written and verbal communications.
6. Organized, detail-oriented and strong follow-up skills.
7. Motivated, self-starter who is able to work independently as well as with others.
8. Ability to analyze and resolve novel, complex issues with a resourceful, "can-do" attitude.
9. Ability to handle multiple tasks, take on new responsibilities and prioritize work in a dynamic, sometimes deadline-driven environment.
10. Computer proficiency that includes MS Word, Excel and Outlook.
11. Must maintain strict confidentiality.
12. Ability to work effectively with department staff, co-workers, vendors, CEO, board members and leadership.
13. Ability to learn and make use of knowledge gained from Delta's tools, documents and Delta's Certified Vendors Program.
14. Must be able to move about in an office environment and in trade show/event areas of hotels and convention centers in various cities.

QUALIFICATIONS CONSIDERED A PLUS

1. Juris Doctorate Degree from an accredited law school or university.
2. Experience working for a non-profit organization.

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, especially when assisting with preparing for a meeting or event.
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, the work may require the incumbent climbing up and down stairs; bending and stooping and exerting 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials.