

# Manager of Professional Development

## Human Resources Department

### Summary:

The Manager of Professional Development, will work alongside the Managing Partners for Legal Personnel (MPLPs) and Directors of Professional Development on all aspects of attorney professional development. Develop, implement, and assist in leading DC attorney professional development strategies.

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### Qualifications:

- Bachelor's degree, JD preferred, with a minimum of five years of broad-based career development experience.
  - Experience integrating various coaching disciplines and be accredited by a nationally recognized coaching association.
  - Significant experience in legal, consulting, or other professional services organizations, preferred.
  - Demonstrated success establishing, developing, and managing robust career development functions in a national or international, multi-office environment.
  - Strong interpersonal skills, including the ability to work effectively in a consensus-driven organization and to create consensus-based support for strategies and processes.
  - Dynamic energy level. Passion for driving change and delivering innovative solutions.
- ### Duties and Responsibilities:
- Assist in identifying associate career development needs, and design and manage the implementation of programs relating to attorney career development.
  - Work closely with MPLPs/Vice Chairs, Assigning Partners and Practice Group Leaders to help associates with integration and advancement issues such as navigating firm resources, seeking out appropriate breadth and depth of work experiences, maximizing firm, practice group and office resources, successfully handling interpersonal conflicts and proactively addressing career advancement concerns with both associates and senior lawyers.
  - Provide confidential advice and coaching to DC attorneys at varying levels of seniority on all aspects of career growth and development, including career planning and management, time and project management, work/life balance, transitions to/from leaves and potential next steps in their professional careers.
  - Meet with DC associates to welcome them to the firm and provide them with resources available to them through the Professional Development Department.
  - Provide support to the MPLPs and Directors with regard to associate needs including staffing and utilization. Provide ongoing analysis of workloads; track skills and experiences needed to make recommendations on staffing needs. Assist in coordinating staffing needs for specific assignments.
  - Identify individual associate training gaps and propose solutions.
  - In collaboration with the Director for Professional Development, oversee administration of performance evaluation processes for associates in the DC office.

## Qualifications (Continued):

- Excellent written and verbal skills.
- Strong analytical and problem-solving skills, ability to maintain a high degree of confidentiality, discretion, and composure during stress situations.
- A highly organized and self-directed approach to work with the ability to manage multiple projects simultaneously.

## Duties & Responsibilities (Continued):

- Create and maintain relationships within the firm at all levels, establishing a reputation as a trusted advisor for career advice and guidance.
- Collaborate with Directors of Professional Development to develop a robust system for measuring the effectiveness and ROI of coaching programs (internal and external), utilizing data-driven insights to inform strategy, suggest adjustments and make improvements.
- Develop and implement strategies to create a pipeline of external opportunities for associates, both by collaborating with others on secondment opportunities and keeping abreast of potential inhouse roles for associates looking to transition out of the firm.
- Work with the Firm's Pro Bono team to promote and enhance associate involvement in rotations and other developmental opportunities.
- Work with other Professional Development teams across offices on associate satisfaction surveys.
- Assist Director with DC budget for initiatives and programs.
- Monitor current trends and best practices in legal talent and professional development - implement new innovations, as appropriate, to ensure the firm's efforts are innovative and cutting edge.

**Status:** Exempt

**Reports To:** Director of Professional Development

**Workplace Type:** Hybrid

Salary range is \$129,000 - \$182,000