Applied AI Manager (Corporate)

IT (Artificial Intelligence) Department

Summary:

Covington's Applied AI function exists to leverage advanced technology to positively impact the organization, the business, and client service delivery. The Applied AI team designs, builds, and deploys AI-enabled workflows, automation, and matter-support tools across the firm's legal practice areas. The Corporate Applied AI Manager will report to the Director of Applied AI and serve as the dedicated Applied AI lead for the firm's Corporate practice, including mergers and acquisitions, securities, finance, fund formation, and related transactional matters. The Corporate Applied AI Manager will partner with Corporate attorneys, the Corporate Knowledge Management (KM) and Practice Technology Manager, and the broader Applied AI team to identify, build, and scale AI-enabled tools that improve corporate transaction support, deal execution, and client service delivery.

Apply

Qualifications:

- Minimum of 5 years of transferable professional experience, with a meaningful portion in applied AI, machine learning, or legal technology delivery within a law firm, professional services organization, or comparable environment.
- Track record of designing, building, and shipping AI-enabled tools or workflows into production with measurable adoption and impact; experience with LLM-based applications, retrieval-augmented generation, evaluation methods, and modern AI tooling preferred.
- Working understanding of corporate transactional workflows (e.g., M&A due diligence, transaction document drafting, closing processes, securities filings) sufficient to translate attorney requirements into AI solutions.
- Demonstrated initiative and bias for action, with the willingness to own outcomes through to delivery and the

Duties and Responsibilities:

- Design, build, and maintain AI-enabled workflows, automation, and matter-support tools for the Corporate practice, with a focus on document review and due diligence, transaction document drafting, closing checklist automation, clause analysis and benchmarking, and post-closing knowledge capture.
- Partner with Corporate attorneys and practice group leadership to identify, prioritize, and sequence the highest-impact AI use cases for Corporate workstreams.
- Translate Corporate practice knowledge – clause patterns, deal mechanics, drafting conventions, and diligence frameworks – into reusable prompt patterns, agent workflows, and AI tooling.
- Partner with the Corporate KM and Practice Technology Manager to ensure AI tools are grounded in well-curated precedent libraries, clause banks, and matter intelligence.
- Educate and enable Corporate attorneys on the safe, effective, and confident use of AI tools through demos, training sessions, office hours, and ongoing support, partnering with practice group leadership and the Corporate KM and Practice Technology Manager to drive adoption.
- Evaluate, configure, and implement third-party AI tools and platforms relevant to corporate transactions, advising on build-versus-buy decisions and integrating selected tools into Corporate matter workflows.
- Define and apply quality controls, evaluation criteria, and review checkpoints to ensure AI-enabled work product is accurate, defensible, and consistent with Covington standards.
- Track adoption, performance, and value metrics for Corporate AI tools, surfacing actionable insights to the Director of Applied AI and Corporate practice leadership.
- Coordinate with the broader Applied AI team to share patterns, evaluations, and reusable components across practices wherever applicable.
- Stay actively informed of developments in legal AI for transactional work, and proactively bring forward new opportunities, pilots, and pattern improvements.

judgment to know when to ship, when to iterate, and when to escalate.

- Genuine intellectual curiosity, with a habit of staying ahead of developments in AI and a track record of bringing fresh ideas and approaches forward.
- Solution- and objective-oriented mindset, with the discipline to anchor every project to a clear business or client-service outcome and the persistence to drive it through to delivery.
- Strong listener: genuinely curious about how attorneys work and what clients need, with the ability to surface root problems before proposing solutions and the patience to push past the first ask to understand the underlying objective.
- Comfortable as a teacher: able to demonstrate, train, and bring along attorneys and business professionals at all levels of technical fluency, with patience for the realities of change management in a partnership.
- Demonstrated ability to build trusted relationships across practices and functions – with attorneys, business professionals, technology partners, and operations teams – and to operate as a credible cross-practice and cross-functional connector.
- Strong organizational skills with the ability to manage multiple concurrent priorities, drive projects through to completion, and lead effectively and with professionalism in a fast-paced environment.
- Strong written and verbal communication skills; able to communicate complex AI concepts in terms that resonate with attorneys and business professionals.
- Bachelor's degree required; advanced degree in a relevant technical, legal, or business discipline preferred.
- Position requires access to equipment, software, or technology that is subject to U.S. export controls. To be granted access pursuant to US Export Control laws, candidate must be either (a) a United States citizen or national; (b) a person lawfully admitted for permanent residence of the United States (i.e., "Green Card" holder); or (c) an INS-
- Operate with appropriate attention to data handling, privilege protection, confidentiality, and AI governance in all tool design and deployment.
- Perform other duties as assigned by Firm management.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt
Reports To: Senior Director of AI
Workplace Type: Hybrid (must be local to Washington, DC office, Boston, Palo Alto, San Francisco, or Los Angeles)

Salary range is $153,000 – $228,000 depending on candidate location and experience.

We welcome applications from candidates who are authorized to work in the United States for any employer. Please note that the firm is not able to provide or assume employment visa sponsorship for this position.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

https://www.cov.com/en/careers/staff/benefits

View Covington job applicant privacy notice here:

https://www.cov.com/en/job-applicant-privacy-notice

approved refugee or asylum holder who has applied for naturalization within six months of the date the individual first became eligible; and if not yet naturalized, is still actively pursuing naturalization if 2 years have passed since the date of application to be granted access pursuant to US Export Control laws. Candidates will be required to submit appropriate documentation to determine whether access can be granted before proceeding further through the application process.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.

Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.