

Corporate Strategy and Support Leader

Summary: Reporting to Covington Corporate Group Leadership, this person will be directly responsible for the strategic and administrative support of the Corporate Group, with a specific focus on assistance with execution of the Corporate strategic plan and related activities.

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Qualifications:

- The position requires an outstanding person with a Bachelor's degree (a JD or MBA would be a benefit) and a minimum of five years of relevant business experience.
- **Organizational and Creative Capabilities.** We are seeking a creative and thoughtful individual with excellent organizational, interpersonal, communication, problem solving, and management skills.
- **Collaboration and Influencing Skills.** We expect this individual will collaborate with lawyers in the Corporate Group and more broadly in the Firm to assist in developing and delivering support on Corporate Group initiatives and execution of Corporate Group strategy. This individual needs to be action oriented and possess excellent communication and influencing skills as well as the ability to gather information from multiple stakeholders and diverse perspectives and integrate these into a focused approach.
- **Strategic and Results Orientation.** We expect this individual will be energized by new challenges and show commitment to continuously improve and embrace different ways of performing work while providing high quality support. Must have the ability to create and implement strategies that align with our Corporate Group priorities.

Duties and Responsibilities:

- Having primary responsibility for supporting senior lawyer lateral hiring, including market intelligence and monitoring, interacting with recruiters, research on and follow-up with candidates and prospective candidates, practice analysis, participating in and supporting strategy meetings and discussions of priorities for candidates, information collection and analysis, and scheduling.
- Assisting Corporate Group and corporate practice sub-group leadership with execution of the Corporate Group strategy.
- Assisting with management, identification, and analysis of key third party organizations and associations supported or to be supported by the Corporate Group.
- Assisting with Corporate Group budgeting, including planning and ongoing monitoring of the budget, ascertaining ROI benefits of expenditures and consistency with key strategic goals, and general assistance.
- Supporting partners' individual goals activities through assisting Corporate Group leadership to prepare for meetings on goals statements and regular follow up on partner responsibilities and activities.
- Assisting Corporate Group leadership in liaising with Marketing and other firm practice groups with respect to marketing and client development goals execution.
- Assisting with implementing and managing Corporate Group calendar.
- Assisting with group activities, including those focused on cohesion, integration, diversity, and sharing ideas across offices.
- Attending corporate leadership weekly meetings, monthly practice group meetings, corporate strategy meetings, and recruiting meetings.

Qualifications (continued):

- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

Status: Exempt**Reports to:** Corporate Group Leadership

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