

Manager of Affinity Groups

Diversity & Inclusion Department

Summary: The Manager of Diversity & Inclusion – Affinity Groups is a key member of the Firm's Diversity & Inclusion (D&I) Department, driving firm wide strategic initiatives that help the Firm to attract, retain, and promote diverse talent and foster an inclusive environment. The Manager is primarily responsible for the development and execution of D&I programs, initiatives, and activities in support of the Firm's Affinity Groups and Diversity Committees, as set forth in greater detail below. This position serves as a strategic advisor to support the Firm's lawyer and staff affinity groups, including the Firm's Women's Forum, and local office Diversity Committees in EMEA and Asia (collectively "Affinity Groups"). The Manager will also provide best practices guidance and support to the leaders of the Firm's interest groups, as they are formed from time to time ("Interest Groups"). This position will work closely with the Chief Diversity & Inclusion Officer (CDIO), D&I Co-chairs, D&I Director, Affinity Group leaders, as well as other key stakeholders including leaders in the Legal Recruiting, Professional Development, Marketing and Business Development departments. Focus of lead responsibilities will change from time to time.

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Qualifications:

- A Bachelor's degree is required.
- A minimum of seven (7) years relevant diversity or professional services experience required (with a strong preference for law firm experience), demonstrating progressive career growth and a pattern of exceptional performance.
- Demonstrated knowledge, understanding of, and exposure to the diversity, equity and inclusion (DEI) field and theories of intersectionality. DEI certificate conferred

Duties and Responsibilities:

Strategic Planning:

- Serves as primary D&I Team point of contact to the Affinity Groups and Interest Groups and their members.
- Collaborates in developing with the leaders of the Affinity Groups ("Leads") a strategic plan for each Affinity Group in support of the Firm's overarching D&I strategy and goals.
- Provides strategic direction and support for the Leads in defining D&I programs and initiatives in support of the group's strategic plan, including events in celebration of Heritage Months, cultural holidays, mentoring programs, client partnerships, summer associate events, new hire events, and professional development programs.
- Identifies partnership opportunities between lawyer and staff Affinity Groups, and across Affinity Groups (such as Multi-Cultural events) and develops shared resources to support all Affinity Groups at the Firm.
- Keeps up to date with trends in the legal market, benchmarks with law firm peers, and brings new ideas to Affinity Group Leads.
- Supports the launch of all new Affinity Groups and Interest Groups at the Firm.
- Collects formal feedback from Affinity Group members through surveys and other formats.

Execution and Infrastructure:

- Facilitates meetings with the Leads of each Affinity Group on a regular basis to track progress and execute on the annual plans for the groups; drives decision-making.
- Ensures that new hires are appropriately included in Affinity Groups and related email distribution lists.

a plus. Cross cultural skills and awareness.

- Advanced organizational skills needed to manage time well, prioritize effectively, handle multiple deadlines and projects, and thrive in a fast-paced, deadline-driven environment.
- Display leadership skills necessary for effective management, independent judgment and discretion, and strategic thinking.
- Possess well-developed and professional interpersonal skills, with the ability to interact effectively with people at all organizational levels of the Firm, including both attorneys and staff, as well as law student recruits and clients.
- Excellent verbal and written communication skills required, adept at drafting professional, concise and compelling proposals, emails, invitations, announcements, presentations, talking points, and executive summaries.
- Strong ability to design and lead meetings of lawyers and staff, to enable consensus building and decision making to articulate planning and execution of initiatives and events.
- Experience leading, managing, and developing direct reports and/or matrixed teams.
- Able to accommodate East Coast schedules.
- 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.

Duties and Responsibilities (continued):

- In consultation with the CDIO and D&I Team, develops annual budgets for all of the Affinity Groups and Interest Groups; assists with review and approval of related expense requests throughout the year.
- Collaborates with, and leads the coordination of, other members of the D&I Team including Communications and Events, to assist Affinity Groups with the execution of all programs, initiatives, events and related communications, including cross-Affinity activities such as the Lawyers Diversity Summit and Town halls.
- Plans and attends as appropriate all Affinity Group meetings for members and Leads; prepares meeting agendas and materials, and organizes meeting logistics; organizes meetings for the Leads of all Affinity Groups.
- Develops and implements best practices for Affinity Group infrastructure and internal processes; suggests improvements to increase efficiency and effectiveness.
- Prepares summarizes of Affinity Group events and activities to be shared in multiple channels, including Affinity Group-related intranet information, client/industry surveys, and award submissions.
- Supports regular Affinity Group communications with its members, institutes and oversees subcommittees and working groups within Affinity Groups.
- Oversees Lead rotations, develops and manages orientations for all new Leads, including the annual orientation for new Leads.

Sponsorship and External Opportunities:

- Identifies and analyzes external development opportunities for women and lawyers of diverse backgrounds (lawyers that identify as racial/ethnic minority, LGBT+, disabled, and/or veterans), including LCLD Fellows and Pathfinders; strategically manages participation for lawyers in consultation with Professional Development and Practice Leadership.
- Point of contact for, and manages all Affinity Group-led sponsorships of external organizations; strategically manages attendance at outside conferences by Affinity Group members.

Duties and Responsibilities (continued):

Cross-Department Collaborations:

- Collaborates with Legal Recruiting on Affinity Group sponsored law school Affinity Group outreach and summer associate events.
- Liaison to Marketing and Business Development for client partnerships involving Affinity Groups.
- Collaborates with lawyer and staff members across Firm committees, including Pro Bono, Associate Advisory Committee, and Wellbeing, to exchange information and coordinate Affinity Group initiatives
- Provides additional management and support to all aspects of the D&I department as needed.
- Promotes a fully inclusive environment, employing effective work practices, working as a team member, and showing respect for co-workers.
- Additional duties as assigned.

Status: Exempt

Reports To: Director of Diversity & Inclusion

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