

Manager of Professional Development

Professional Development Department

Summary:

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

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Qualifications:

- A minimum of five years of broad-based career development experience. 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.
- Expert understanding of best practices in professional development and career development.
- Strong interpersonal skills, including the ability to work effectively in a consensus-drive organization and to create consensus-based support for strategies and processes.
- Dynamic energy level. Passion for driving change and delivering innovative solutions.
- Excellent written and verbal skills.
- A highly organized and self-directed approach to work with the ability to manage multiple projects simultaneously. Impeccable attention to detail.
- Strong analytical and problem solving skills. Sound judgment.

Duties and Responsibilities:

- Assist in identifying associate and counsel career development needs, and design and manage the implementation of programs relating to lawyer career development.
- Work closely with practice group partners 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 partners.
- Assist with associate orientation and integration programming for new associate and lateral arrivals.
- Meet with DC associates to welcome them to the Firm and provide them with resources available to them through the Professional Development Department.
- Provide confidential advice and guidance to DC lawyers and 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.
- 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, and 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):

- An undergraduate degree required; an advanced degree in organizational development, human resources, social sciences, a related field, or J.D. preferred.
- 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):

- Create and maintain relationships within the Firm at all levels, establishing a reputation as a trusted advisor for career advice and guidance.
- Support the development of office specific work-life integration activities and support to the DC office Parental Leave Coordinator.
- Analyze DC exit interview data to identify trends and/or areas of improvement.
- Manage multi-year associate mentoring program for DC office; advise other offices on mentoring programs. Prepare monthly newsletters and be a resource to mentors and mentees.
- Collaborate with Diversity and Inclusion team to support the training, development, promotion, and retention efforts to further the Firm's DEI goals.
- Assist Director with DC budget for initiatives and training.
- Manage/Supervise the Professional Development team in the DC office.
- 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

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