

Manager of Professional Development

Professional Development Department

Summary:

The Manager of Professional Development for the New York office will work alongside the Chief Legal Personnel Officer, the Director of Legal Recruiting, and Professional Development for New York, and Managing Partners for Legal Personnel (MPLPs) on all aspects of attorney professional development. Develop, implement, and lead attorney 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-driven 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.
- An undergraduate degree required; an advanced degree in organizational

Duties and Responsibilities:

- Oversee administration of performance evaluation processes for NY associates and counsels. Review, edit, and prepare evaluations for distribution.
- Work with the Associate Advisory Committee to address general professional development feedback from associates.
- Update and enhance new associate orientation and lateral attorney integration training programs.
- Identify associate career development needs, and design and manage the implementation of programs relating to attorney career development.
- Support the MPLPs with the exit interview process.
- Liaise with Professional Development teams in other offices on Professional Development training and initiatives.
- Manage multi-year associate NY mentoring program.
- Plan social activities related to integration and mentor program.
- Create and maintain relationships within the Firm at all levels, establishing a reputation as a trusted advisor for career advice and guidance.
- Meet with 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 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.
- Develop and maintain annual budget for Professional Development initiatives and training; manage monthly reporting and variance analysis; administer department contracts.
- Oversee the management of CLE for the NY lawyers.
- 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.

development, human resources, social sciences, a related field or J.D. is a plus.

- 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: Director of Legal Recruiting & Professional Development

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