

# Senior Analytics Manager - Diversity & Inclusion

## Diversity & Inclusion Department

**Summary:** The Senior Analytics Manager - Diversity & Inclusion is a key member of the Firm's Diversity & Inclusion (D&I) Department and is primarily responsible for measuring and monitoring the overall performance of the Firm's D&I goals and initiatives.

This position will proactively identify trends and business opportunities by bringing insight through detailed data analysis which will allow to inform the Firm's D&I strategy and initiative development, and performance. This role will provide standardized reporting, analysis, performance metrics, and measurement in support of the D&I initiatives. This role will also support client diversity data requests as well as the tracking the performance against client diversity-related targets or objectives. This role entails outstanding business to technical translation, structured yet creative thinking, cross-functional collaboration, and hands on advanced analytical methods.

This position will work closely with the Chief Diversity & Inclusion Officer, D&I Co-chairs, D&I Standing Committee, D&I Director, Affinity Group leaders, as well as other key stakeholders including, Accounting, Legal Recruiting, Professional Development, IT, and Marketing/Business Development.

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### Qualifications:

- Bachelor's Degree in Computer Science, Information Technology, Engineering, Operations Research, Business, Math, or other quantitative discipline required.
- 5 plus years of relevant professional experience demonstrating progressive career growth and a pattern of exceptional performance.

### Duties and Responsibilities:

#### D&I Analysis to inform D&I Strategy and Initiatives

- Support and consult with the Chief Diversity & Inclusion Officer, D&I Co-Chairs, D&I Standing Committee, D&I Director, and Affinity Group leaders on D&I reporting, analyses and special projects.
- Partner with D&I leaders to support their efforts through strategic analysis and create business case validation, tracking performance vs. goals, providing recommendations and insights for future efforts.
- Measure effectiveness of key D&I initiatives and apply best practices for design of experiment, and validate sufficient sample sizes for accurate reading of results. Propose the right analytical techniques for measuring effectiveness.
- Identify and communicate risks and issues impacting D&I goals.
- Conduct deep dive analytics relative to recruiting, retention, advancement, and promotion of underrepresented talent.
- Collaborate with stakeholders to design talent and business approaches, programs, and/or campaigns that meet D&I goals and provide analyses measuring effectiveness from these efforts.
- Demonstrate an understanding of department and structure priorities, schedules, plans, and necessary resources to ensure completion of any projects on schedule. Manage time effectively and conduct activities in an organized manner. Inform and/or update leaders on relevant information in a timely manner.
- Synthesize data to translate results into KPIs for the evaluation of the efficacy of talent and business approaches, programs, and/or campaigns.

### **Qualifications (continued):**

- Advanced degree in operations research, applied mathematics, statistics, economics, and engineering preferred.
- Strong data analysis skills and experience required, including querying and manipulation of large volume records of data, independently structuring analysis and synthesizing complex information from multilayer sources, synthesizing insights into stellar visualizations, and applying strong knowledge of data modeling and statistical analysis techniques.
- Experience gathering data with SQL required. Experience manipulating large data sets in Python, R, or SAS, and visualizing outputs in Tableau is a strong plus.
- Excellent project management and verbal and written communication skills required, especially in the context of managing processes and delivering technical analysis across diverse stakeholders.
- Experience leading, managing, and developing direct reports and/or matrixed teams.

### **Duties and Responsibilities (continued):**

- Develop and present analytical recommendations and actionable insights to disseminate findings and successful practices to key stakeholders and senior management.
- Develop compelling data visualizations for analysis and recommendations. Explain complex analytics to a broad audience with varying levels of technical background and understanding.
- Prepare and present executive ready briefing summaries and/or reports for the Management Committee and Firm Leadership
- Communicate concepts in a clear, concise, and persuasive manner that is easy to understand.

### **D&I Metrics and Reporting**

- Develop templates and implement D&I performance reports to include progress against goals, trends analysis, and forecasting. Reports include Firm-wide, geographic, practice/industry group, etc.
- Recommend system and process enhancements and changes as necessary to advance efforts to increase and improve content presentation and method of production of reports and analysis.
- Initiate and implement continuous enhancement efforts in the design of various processes and reports to improve D&I reporting clarity, structure, and content.
- Maintain and enhance the D&I metrics integration, consistency and accuracy between Accounting, Human Resources, Professional Development, Legal Recruiting, and Marketing by actively participating in identifying and resolving issues.
- Maintain knowledge of D&I metrics standards, including new and emerging ones that will impact the Firm's reporting. Propose new metrics as appropriate and effectively communicate impacts to senior management.

### **Client Diversity Reporting**

- Manage and oversee end-to-end the Firm's process for responding to client requested diversity surveys, RFPs, and meetings/pitches.

**Duties and Responsibilities (continued):**

- Track and maintain client requests and ensure timeliness of response submission. Identify and quickly resolve any issues, manage across a matrixed team including Accounting, partner/relationship leads, and other infrastructure teams as needed.
- Review and ensure accuracy of the responses to include partner/relationship lead reviews and approvals.
- Prepare reports for the process and take actions to continually improve the response process as needed to ensure efficiency, timeliness, and accuracy.
- Provide additional management and support to all aspects of the D&I department as needed.

**Status:** Exempt

**Reports To:** Chief Diversity & Inclusion Officer

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