

Senior Manager of Professional Development- Work Allocation

Professional Development Department

Summary:

Covington is seeking a Senior Manager of Professional Development (the Senior Manager) to join our team either in our New York or Washington DC office. This new role offers a unique chance to significantly impact the growth of junior associates within our practices. The Senior Manager will work closely with associates, gaining insights into their goals to ensure they access valuable experiences and form connections vital to their career advancement. This position is centered around people and built on establishing strong working relationships with several key stakeholders across the Firm.

The Senior Manager will seek to ensure that the junior associates are appropriately staffed and utilized, while balancing the pursuit of a rich and well-rounded associate experience with the immediate needs of the business.

Apply

Qualifications:

- Excellent written, oral communication and interpersonal skills, and the ability to interact in a professional manner with attorneys and other personnel at all levels.
- Prior relevant experience required in associate development, work allocation, and/or resource management, preferably in a law firm or other large professional services environment.
- Proven ability to analyze data, identify workload imbalances, and develop solutions.

Duties and Responsibilities:

- Manage staffing requests for junior associates in umbrella groups (corporate multi-practice, litigation multi-practice and regulatory multi-practice) and not yet assigned to a practice group in collaboration with Multi-Practice Assigning Partners (MPAPs).
- Support associates through transparent and consistent work allocation and targeted professional development opportunities.
- Work proactively with MPAPs and Practice Group Assignment Partners (PGAPs) to identify assignments that could be distributed to junior associates.
- Develop and implement resource management strategies and processes to optimize the firm's resource allocation, utilization and availability of junior associates.
- Monitor current and anticipated associate utilization, assess individual capacity, and ensure efficient and timely matter staffing.
- Track work allocation metrics and monitor key performance indicators.
- Meet regularly with MPAPs to discuss utilization, practice group interests, work opportunities, pro bono hours, performance and other staffing related matters.
- Maintain clear, effective lines of communication, keeping all stakeholders informed about initiatives, developments, business issues, and other critical topics as they relate to associate workflow.
- Conduct regular check-ins with associates to discuss practice group interests and professional development needs and collect performance feedback.

Qualifications (Continued):

- Strong organizational skills, attention to detail, and the ability to prioritize and handle multiple tasks efficiently.
- Ability to work in a collegial team environment, as well as to take initiative and work independently. Client service oriented.
- Strong computer skills and exposure to resource management software is a plus
- Highly proficient in Microsoft Office Suite (Outlook Word, Excel, PowerPoint).
- Bachelor's degree.

Duties & Responsibilities (Continued):

- Work closely with the Professional Development team to ensure junior associates are receiving appropriate development & training opportunities.
- Work with the Professional Development team to ensure a robust plan exists to integrate junior associates into the firm and areas of practice that may be of interest.
- Work with the Professional Development and Legal Recruiting teams on workforce planning efforts, including forecasting junior associate talent needs.
- Together with the Professional Development team, establish a practice group placement process for junior corporate, litigation and regulatory associates.
- Work with the practice groups, MPAPs and Professional Development team to manage the practice group placement process for junior associates each year.

Status: Exempt

Reports To: Senior Director of Professional Development

Workplace Type: Hybrid (NY)

Salary range is \$181,000 - \$221,000 depending on candidate experience and location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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<https://www.cov.com/en/job-applicant-privacy-notice>

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