

Senior Manager of Professional Development

Human Resources Department

Summary:

The Senior Manager of Professional Development will work alongside the Managing Partners for Legal Personnel (MPLPs), Practice Group Assigning Partners (PGAPs), Multi-Practice Assigning Partners (MPAP), and Directors of Professional Development on all aspects of attorney professional development, and develop, implement, and assist in leading professional development strategies firm wide.

Email Resume [Here](#) to Apply

Qualifications:

- A minimum of 8 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.

Duties and Responsibilities:

- Work closely with MPLPs, PGAPs and MPAPs 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 managing interpersonal conflicts and proactively addressing career advancement concerns with both associates and senior lawyers.
- Meet regularly with practice groups to discuss their associate and counsel pipeline and work closely with practice groups on performance management and associate development, including advancement, coaching and training.
- Regularly check in with associates at all levels of seniority to provide advice and guidance 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 ongoing analysis of workloads and track skills and experiences needed to make staffing recommendations, taking into account practice group needs as well as associate development goals.
- Identify associate career development needs, and design and manage the implementation of programs relating to attorney career development.
- Identify individual associate training gaps and propose solutions.
- Create and maintain relationships within the firm at all levels, establishing a reputation as a trusted advisor to practice group heads, MPLPs and assigning partners as well as associates at all levels of seniority.

Qualifications (Continued):

- A highly organized and self-directed approach along with the ability to manage multiple projects simultaneously and strong attention to detail.
- Strong analytical and problem-solving skills.
- Ability to exercise independent judgment in methods, techniques, and evaluation criteria for obtaining results.
- Ability to work effectively both as a part of a team and independently.
- An undergraduate degree required; an advanced degree in organizational development, human resources, social sciences, or a related field or a J.D. preferred.

Duties & Responsibilities (Continued):

- In collaboration with other members of the Professional Development team, oversee the administration of performance evaluation processes, focusing on the associate process.
- Oversee attorney personnel change processes by managing junior team members who maintain department databases, focusing on integrating information kept in various technology platforms and collaborating with other departments as we share information.
- Develop and implement strategies to create a pipeline of external opportunities for associates, both by collaborating with others on secondment opportunities and keeping abreast of potential inhouse roles for associates looking to transition out of the firm.
- Manage, supervise and develop the more junior members of the Professional Development team in the Washington DC office, providing appropriate growth opportunities and guidance.
- Monitor current trends and best practices in legal talent and professional development and implement new innovations, as appropriate, to ensure the firm's efforts are innovative and cutting edge.
- Participate in multi-office professional development projects on a variety of topics.
- Perform such other duties as may be assigned from time to time.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Director of Professional Development

Workplace Type: Hybrid

Salary range is \$154,000 - \$200,000

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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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.