

DRINKER BIDDLE & REATH LLP
LATERAL PARTNER RECRUITING MANAGER
JOB POSTING

JOB TITLE: Lateral Partner Recruiting Manager	STATUS: Exempt
REPORTS TO: Director of Lateral Partner Recruiting	LOCATION: Chicago, IL, New York, NY, Dallas, TX, Philadelphia, PA , Washington, DC, or Florham Park, NJ

SUMMARY:

We are seeking a Lateral Partner Recruiting Manager to join our team. Working under the direction of the Director of Lateral Partner Recruiting, the Lateral Partner Recruiting Manager (“Manager”) is responsible for managing the operations of the firm’s recruiting and integration efforts as it relates to lateral partners and other senior attorneys. This role works with and collaborates with Practice Group Leaders and Senior Staff Members of the firm on a variety of tasks related to the growth of the partnership. The Manager is expected to be a substantive contributor to the outcomes described, rather than merely a process coordinator.

The Manager is expected to create, recommend and implement creative strategies in regards to the functionality of the Lateral Partner Recruiting Department overall.

In accordance with the firm’s Client Service Initiatives, the Lateral Partner Recruiting Manager must display good judgement and effective interpersonal communications. Confidentiality and discretion are required consistently.

JOB FUNCTIONS:

- Oversee the day-to-day operations of the department, including oversight of the Lateral Partner Recruiting Coordinator (Coordinator).
- Source candidates through a variety of methods, including internal referrals and leads, search firms, and online research regarding specific targets and prospects.
- Communicate regularly with search firms and candidates regarding ongoing searches.
- Ensure that the Coordinator manages and maintains database of lateral partner candidates; generate reports upon request; ensure that data is complete and accurate.
- Oversee maintenance of documents and processes related to lateral partner recruiting and integration, including candidate tracking documents, conflict and background checks, marketing materials, search firm agreements, prospect lists and ensure the coordinator is maintaining same for easy access and consistency across the department.
- Monitor news sources for information about candidates, peer firms, market activity and other information relevant to lateral partner recruiting.
- Assist Director with strategic research projects, reports to management and other initiatives.
- As needed, assist the Coordinator with scheduling candidate interviews, prepare interviewer materials and track interview feedback.
- As required, provides support for recruitment activities around lateral associates and support staff related to lateral partners and groups.
- Working with the Director, provide support to various local partner recruiting committees and initiatives.
- Be available to travel to various firm offices as needed.

This is a working manager role. While some work can be delegated, each member of the department is hands-on and must frequently work together across offices. This manager must be comfortable both supervising and being supervised remotely.

This above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified.

KNOWLEDGE, SKILLS AND ABILITIES (including but not limited to):

- Experience working in the attorney recruiting field. This includes demonstrated ability and knowledge of attorney recruiting in a law firm environment.
- Good understanding of general law firm operations, or the capacity to learn them quickly.
- Superior oral and written communication skills in addition to strong editing skills.
- Knowledge of Windows 10 and Microsoft Office Suite programs (Word, Excel, and Power Point).
- Must be able to think strategically, analytically and creatively; with a proven ability to develop fresh approaches and innovate as appropriate.
- Able to work with detailed information accurately and effectively while maintaining confidentiality.
- Strong project management skills.
- Must be a highly motivated, personable self-starter who is able to manage multiple projects simultaneously and successfully, many with tight deadlines.
- Ability to assess, adapt and reprioritize projects quickly when situations change.
- Able to work with all levels of firm management and well as part of a team.
- Strong leadership skills with the ability to manage people and motivate them to accomplish their goals and grow in their roles.
- Ability to interact with people in a manner that shows sensitivity, tact and professionalism.
- Able to grasp the goals, service and strategy of both the firm overall as well as the various practice groups.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Able to maintain confidentiality and work with sensitive matters.
- Unbiased judgment, sound discretion, and openness to the views of others.
- A proactive thinker who is highly organized.
- Adhere to and serves as a role model for the firm's Client Service Standards.
- Ability to travel to other offices as necessary.
- Ability to work overtime as needed.
- Ability to lift up to 15 pounds.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the department's and the firm's need change.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree required.
- Minimum of 5 years' experience in the attorney recruiting field.
- Strong communication and project management skills.

We are an Equal Opportunity Employer and we offer an excellent total compensation package which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holidays/sick days, wellness programs and more.

TO APPLY: Interested candidates should send a cover letter, including salary requirements, and resume to human.resources@dbr.com and reference **Lateral Partner Recruiting Manager** in the subject line. Incomplete submissions will not be considered.