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Job Description

Job Title	Manager, Professional Development
Location	New York
Department	Professional Development
Reports to	Chief Professional Development Officer
Exempt/Non-Exempt	Exempt
Work Schedule	Monday through Friday, 9:30 am to 5:30 pm (additional hours as required).
Position Summary	<p>The Manager, Professional Development will work closely with the partners in a number of the specialist corporate practice groups. The Manager will support the groups by fostering the professional development of associates, organizing group events and trainings, managing the annual review process for the groups, and assisting with the onboarding of new associates. In addition, the manager will collaborate with other members of the Professional Development team to implement our performance review process, the corporate rotation system, lateral integration and new parent support.</p>
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Assist with staffing associates as needed; with PD Managers and staffing partners, coordinate utilization of temporary help from other groups— Maintain associates monthly hours report— Maintain department “key dates” calendar which tracks social events, rotation start dates and other Professional Development events— Keep track of important life events; coordinate wedding and baby gifts— Monitor utilization and track associates’ experience in order to maximize the variety of work, increase exposure to different partners and senior associates, and develop new skills— Assist practice resource lawyers with CLE programs— Collaborate with others in the Professional Development Department to manage the performance

evaluation process for corporate associates and counsel. Track and facilitate the realization of Professional Development Priorities identified during year-end review process

- Manage the Career Advisor Program for the associates in supported groups
- Make recommendations for improving associate recruiting and retention, including remote social events

LATERAL INTEGRATION

- Manage lateral integration program including conducting orientation, arranging periodic gatherings and checking in with new arrivals regularly

POST-PARENTAL LEAVE SUPPORT

- Provide support to new parents; manage re-integration and conduct regular check-in meetings. Ensure that new parents are aware of firm policies and other resources available

GENERAL/MISC

- Meet regularly with associates to assess morale, identify training needs, answer questions and address concerns. Share information with PD Training Manager and partner Career Advisors when appropriate.
- Assist with the rotation process for approximately 60 junior corporate associates. Work with staffing partners and practice group coordinators to assess projected staffing needs. Evaluate associates' practice group preferences and meet with staffing partners to finalize allocation within each group.
- Assist groups with planning regular social gatherings.
- Assist with staffing other corporate practice groups as needed
- Assist with secondment requests, follow-up and re integration
- Miscellaneous ad hoc projects, including but not limited to implementation of proposals made through the TAXI (Taskforce on Associate Experience and Inclusion) committee

Qualifications/Position Requirements

- Excellent communication skills, both written and oral. Able to propose creative solutions to challenging problems.
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- Exceptional organizational skills.
- Determination and ability to project confidence and optimism in high-stress environment essential.
- Familiarity with Excel and comfortable creating and presenting PowerPoint presentations expected.
- Must have excellent leadership skills and be able to inspire confidence among associates and firm leaders.
- Availability during standard office hours is essential and the ability to respond to email promptly outside of standard office hours and on weekends is expected.
- Ability to maintain confidentiality of personnel and other sensitive matters is critical.

Education and/or Experience

- JD and/or Master's degree preferred.
- A minimum of three to five years' post-graduate experience in a law firm or professional services organization expected.
- Familiarity with corporate transactional practice a plus.
- Experience with collaborating with partners in a large law firm setting expected.

Compensation

Commensurate with experience

To Apply

Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.