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Job Description

Job Title	Manager, Professional Development - Finance
Location	New York
Department	Professional Development
Reports to	Chief Professional Development Officer
Exempt/Non-Exempt	Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (additional hours as required)
Position Summary	The Manager, Professional Development - Finance will manage all aspects of the firm's professional development in staffing for the Finance practice group and oversee the Career Advisor Program.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Associate Staffing<ul style="list-style-type: none">▪ Manage staffing for approximately 30 first and second year corporate associates in the Finance group.▪ Assess associate availability, competence and experience in order to structure deal teams and staff special projects including research, corporate advisory relationships and new client developments.▪ Consult with all corporate practice groups on intra-department staffing, special projects and secondments. Evaluate associate skill development to facilitate progression to senior roles.— Associate Reviews<ul style="list-style-type: none">▪ Assist with the coordination of review process for the Finance group.▪ Participate in review meetings with the Chief Professional Development Officer and corporate partners to discuss senior and junior associate performance.▪ In consultation with partners, conduct follow-up meetings with associates to address review

feedback and design action items for further development.

- Corporate Department Rotations
 - Assist with the rotation process for approximately 80 junior corporate associates.
 - Evaluate associates' practice group preferences and meet with staffing partners to finalize allocation.
 - Oversee Finance rotation program: mentoring, integration, training, feedback.
- Additional Professional Development Responsibilities
 - Counsel associates on various issues including: practice group specialization, interpretation of review feedback, work-life balance, intra-office conflicts, firm policies, client relationships, advancing to senior roles, delegating, presentation skills and career transitions.
 - 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 Career Advisor Program (CAP), and Counsel and Associate mentor programs for New York based corporate associates. Track partner and associate mentee participation.
 - Collaborate with multiple departments including Human Resources, Benefits, Recruiting, and Business Development to ensure consistent firm policy administration and to contribute on special projects.
 - Organize practice group social gatherings.
 - Manage vacation calendar.
 - Assist with staffing other corporate practice groups as needed.
 - Coordinate materials for Talent Management Meetings.

Qualifications/Position Requirements

- Excellent communication skills, both written and oral. Ability to explain and enforce firm policies.
 - Willing and able to work with those who are not meeting the expectations of the firm.
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- Experience with Excel and comfortable creating and presenting PowerPoint and other presentations upon request.
- Must have excellent leadership skills and be able to inspire confidence among associates and firm leaders.
- Must have a willingness and ability to negotiate with multiple constituencies of partners and associates to reach optimal outcomes regarding complex staffing issues.
- Availability during normal office hours is essential and responsiveness to email after hours and on weekends is expected.
- Ability to maintain confidentiality of personnel and other sensitive matters is critical.

Education and/or Experience

- Bachelor's degree required.
- Experience with collaborating with partners in a large law firm setting preferred.

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.