
Report of the Emerging Legal Jobs Work Group

Contents:

- 2 History of Project
- 3 Methodology
- 3 Environmental Scanning
- 8 NALP Member Surveys
- 12 Interviews
- 14 Emerging Legal Jobs Work Group Recommendations
for Future Work

Appendices:

- 16 Appendix 1: Associate Exit Interview Template
 - 18 Appendix 2: Emerging Legal Jobs Survey Questions (Employer)
 - 20 Appendix 3: Emerging Legal Jobs Survey Questions (Law School)
 - 21 Appendix 4: Interview Script
 - 23 Appendix 5: Sample Job Descriptions
-

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History of Project

In the spring of 2014, NALP President Terry Galligan established a new work group, the “Tomorrow’s Lawyers Work Group,” charged with exploring the legal careers that had begun to emerge during the “great recession” and as a result of forces that both preceded and followed that downturn. The work group’s charge was very specific:

This group will identify, with specificity, potential nontraditional employers (that have arisen — or are likely to arise — as a result of changing conditions in the legal market) interested in hiring law school graduates or experienced lawyers.

The work group will also identify, with specificity, the types of positions that are — or soon will be — available with these nontraditional employers....

Once the work group has identified the players and positions in this emerging jobs market, it will identify the skills, training, and experiences candidates will be expected to have in this new market....

Finally, the work group will identify how NALP can provide value to these emerging employers.

The group began its task with a discussion of Richard Susskind’s book, *Tomorrow’s Lawyers*, from which the initial title of the work group was taken. In extensive environmental scanning by work group members, terms such as *disruption*, *innovation*, and *emerging legal jobs* began to shape the way the group conceptualized its task, and the title of “Emerging Legal Jobs Work Group” began to stick.

The 2014-2015 Emerging Legal Jobs Work Group’s members were Abbie Willard, University of Chicago Law School, Chair; Ann Chernicoff, University of California, Irvine School of Law; John DeRosa, Cornell University Law School; Courtney Fitzgibbons, formerly of New York Law School; Andy Hales, Venable LLP; Kristen Hulse, University of California, Berkeley, School of Law (now at Coblenz, Patch, Duffy & Bass LLP); Markeisha Miner, University of Detroit Mercy School of Law (now at Cornell Law School); Diane Quick, University of Miami School of Law; Alisa Rosales, University of Wyoming College of Law (now at Equal Justice Wyoming); Estelle Gaerig Winsett, University of Memphis Cecil C. Humphreys School of Law (now at Butler Snow); and Board Liaison Melissa Lennon, Temple University Beasley School of Law.

Methodology

The work group — using three mechanisms for outreach — sought to identify nontraditional employers, types of position, as well as skills, training, and experiences of candidates. The three types of outreach included environmental scanning, surveys, and interviews as follows:

1. Frequent and extensive **environmental scanning** was followed by monthly conference call discussions of identified resources.
2. **Surveys** were designed and provided to all NALP members asking for their experience with a list of emerging legal jobs.
3. **Interviews** were conducted by work group members with employers and employees who had experience establishing or holding emerging legal jobs.¹

Early in the work group’s discussions, an opportunity to gather information in an ongoing manner was identified. The work group recommended to the NALP Board of Directors that NALP work with the NALP Foundation to increase the information gathered by the Foundation when they collect information on associate attrition. Specifically, the NALP Foundation Associate Attrition Survey was expanded in 2015 to include more possibilities of departure destinations in order to identify when associates left for emerging legal jobs. An Associate Exit Interview template that includes an expanded section on departure destinations used by the NALP Foundation may be found in Appendix 1.

Environmental Scanning

Environmental scanning led not only to a wealth of information, but also to a sense that this is a rapidly evolving field in which job types, position postings, and discussions — in both traditional and electronic media — contribute to a rapidly changing workplace for many lawyers. The environmental scanning also revealed some texts that are central to an understanding of emerging legal jobs, what they are, why they are flourishing and multiplying, and what they may mean for

¹ Emerging legal jobs were distinguished from nontraditional lawyer career path jobs as discussed in *The Emergence of Nontraditional-Track Lawyer Career Paths: A Resource Guide for Law Firms and Law Schools*, published by NALP in 2014. For this work group’s purposes, emerging legal jobs are those in which the delivery of legal services is reinvented; they are jobs in which lawyers and non-lawyers may be engaged, and in which the JD may provide an advantage. The critical concept for these is that they are reinventing the delivery of legal services.

the practice of law and for individual lawyer careers. Following is an “Emerging Legal Jobs 101” abbreviated reading list:

Tomorrow’s Lawyers — An Introduction to Your Future (2013) by Richard Susskind. This is the primary text that inspired the creation of this work group. In it, Susskind describes the changes in the market, the disruptions and shifts specific to the legal marketplace, and what all of this change and disruption means for new lawyers. The job titles that comprised the work group’s initial and primary focus can be found in chapter 11 of this book. According to Susskind’s summary, the eight emergent positions are legal knowledge engineer, legal technologist, legal hybrid, legal process analyst, legal project manager, ODR (on line dispute resolution) practitioner, legal management consultant, and legal risk manager.

Report on the State of the Legal Market (2013, 2014, and 2015) by the Georgetown University Law Center for the Study of the Legal Profession and Peer Monitor. If Susskind focuses on how change and disruption will affect the new lawyers of the 21st century, these annual reports shift that focus up the pyramid to what law firm management is experiencing in terms of historical trends as well as the resulting change both wrought and, in some cases, resisted.

Finding Bliss — Innovative Legal Models for Happy Clients & Happy Lawyers (2015) by Deborah Epstein Henry, Suzie Scanlon Rabinowitz, and Garry A Berger. Chapter one on Innovation² brings together the forces in the legal marketplace, the types of employers and positions that are emerging, and what this means for the talent pool of individual lawyers and the environment they will experience.

² Includes a foreword by William D Henderson, Professor of Law and Val Nolan Fellow at Indiana University Maurer School of Law, who publishes in various media and speaks widely on the subjects of disruption, innovation, change, and the evolving legal profession. An electronic search of his name will yield frequent articles and thoughts on the issues surrounding emergence of a new legal profession.

This provides only a very basic introduction to the books, articles, blogs, and conferences³ that have appeared within the past year on this topic. It takes only time, interest, and some minimal electronic searching to find the “thought *de jour*” on the topic of emerging legal jobs.

One of the tasks the work group identified for itself was to take information such as that provided by Susskind in the form of the eight emergent positions listed above, review job postings and available job descriptions, and summarize, in a brief format, what some of these emergent legal jobs might look like when they move off of the writer’s page and become real job openings publicized by real firms. The following chart attempts to capture this exercise of finding the “real ones” as described in theory by Susskind.

NALP Survey Job Title	Brief Job Description
Compliance Analyst/Manager	Research, analyze, and synthesize complex federal and state regulations and help attorneys and the business make decisions based on that analysis. Implement and administer processes and policies that apply the regulatory requirements to product listings. Conduct significant project management and workflow coordination. <i>Source: Amazon.com job listing.</i>
Legal Knowledge Manager or Legal Knowledge Engineer	Responsible for document automation. In coordination with practice area lawyers, draft, update, and manage standard forms, internal memoranda on practice legal issues, and practice process checklists. Develop, publish, and maintain in-house document assembly applications. Provide leadership and training to the firm’s practices on the best use of automated form templates. <i>Source: Fenwick & West job listing.</i>
Legal IT Manager/Chief Information Officer	Overall responsibility for planning, managing, and directing the technology and communications systems of the organization. Directs planning, budgeting, reviews new products and systems, oversees applications development/support, training, etc., and supervises all staff directly engaged in these activities. <i>Source: ALA 2014 Compensation and Benefits Survey.</i>
Legal Process Analyst	Design, develop, and improve firm’s internal processes and methodologies which link both lawyers’ practice group business needs, and those of the non-legal departments, to firm technology. Provide functional and process expertise to application developers. Assist with the creation, maintenance, and optimization of database structures and content. <i>Source: K&L Gates job listing.</i>

³ To name just two, Harvard Law School Center on the Legal Profession and Stanford Law Future Law Conference have both convened day-long (or longer) conferences with international speakers discussing this topic with one another.

NALP Survey Job Title	Brief Job Description
Legal Pricing Manager/Director	Oversee all aspects of the firm's pricing strategy, acting as the liaison between the financial and marketing functions to establish and implement pricing policy and maximize profitability. Responsibilities include analyzing client requirements and developing innovative pricing models; reviewing engagement letters, RFPs, and billing protocols; and advising on staffing strategies to ensure efficiency. This individual may also be responsible for developing alternate pricing arrangements to meet both client expectations and profitability objectives. In collaborating with project management team and practice group leaders, develops, monitors, and analyzes case budgets. <i>Source: ALA 2014 Compensation and Benefits Survey.</i>
Legal Management Consultant	Responsibilities include application design, data conversion, process development, system integration, and third-party application development. This particular consulting position focuses on the use of legal technology to increase efficiency and demonstrate value to management. <i>Source: Duff & Phelps job listing.</i>
Legal Risk Manager	Establish and monitor key risk indicators as well as implement corrective action plan to mitigate risk. Develop, document, communicate, and deliver training on best practices, policies, and workflow procedures. Conduct internal audits of risk procedures in various departments. Draft and review proposed engagement letters/client contracts for compliance with firm policies. <i>Source: Myers Nave job listing.</i>
Practice Group Coordinator/Manager/Director/Administrator	This individual is the lead administrative manager responsible for supporting the firm's practice groups. Responsibilities include overseeing the assignment of firm-wide client work to attorneys and paralegals to balance the workload and ensure they maintain productivity; developing and monitoring formal training programs; maintaining CLE records, and the transition of workload related to the departure and arrival of attorneys and paralegals. <i>Source: ALA 2014 Compensation and Benefits Survey.</i>
Document Review Coordinator/Manager	Lead and manage document reviews. Set review workflow and strategy. Run reviews and manage client relationship from beginning to end of project. Support document review software applications. <i>Source: FTI Consulting job listing.</i>
Contract Manager	Negotiate and review RFPs and agreements including software licenses, professional service agreements and statements of work, teaming and non-disclosure agreements, and other contracts. Implement, train, and supervise government contracting compliance policies and processes. Escalate transactional and legal compliance issues to legal director or outside counsel when necessary. <i>Source: Wind River job listing.</i>

NALP Survey Job Title	Brief Job Description
Conflicts Counsel/Analyst	This individual screens potential new clients for conflicts with current clients, and updates related files; screens new hires for potential client conflicts; assists with monitoring professional liability insurance and malpractice claims; assists with ensuring attorney compliance with ethics rules. <i>Source: ALA 2014 Compensation and Benefits Survey.</i>
Litigation Support Director	This individual creates databases for depositions and other documents, and coordinates data conversion and input. Provides litigation support software training. Assists with data searching and retrieval. Evaluates new software and other technology tools. May be responsible for budgets, production timelines, and quality review. <i>Source: ALA 2014 Compensation and Benefits Survey.</i>
Legal Project Director/Manager	This individual provides leadership for the development and maintenance of tools and services to enhance the practice efficiency, quality, and profitability. Directs efforts to promote and adopt project management tools and best practices, and oversees evaluation and improvement of project management program. May work directly with practice area leaders to plan, estimate, and complete legal projects for highest efficiency and quality as well as profitability. Responsibilities include developing and conducting training on project management and process improvement; providing guidance on selecting and implementing appropriate software systems and other tools; developing project plans and resource budgets; and defining project scope, goals, and deliverables. <i>Source: ALA 2014 Compensation and Benefits Survey.</i>

The preceding chart provides a small, very limited sample of titles and descriptions associated with the duties and skills listed after each title. For each of these job titles, a brief search of the web and blogosphere will reveal significantly different job duties and requirements. Attempts to gather salary information proved even more frustrating than the variance in job descriptions because of the wide dollar range, geographical differences, and variations in the type as well as size of employer. As a result, the work group abandoned its attempts to identify meaningful salary information.

However, the review of job titles and descriptions did reveal four patterns among these jobs that are worth noting:

1. They present a growing number of opportunities for lawyers that are not associated with the traditional practice of law.
2. They are appearing in nontraditional settings from incubators to start-ups, but are also becoming common in traditional law firm and corporate settings.

3. They are not only rapidly emerging but also rapidly evolving in every region of the country.⁴
4. Technological innovation is making these positions possible, but client and economic pressures are making them necessary.

NALP Member Surveys

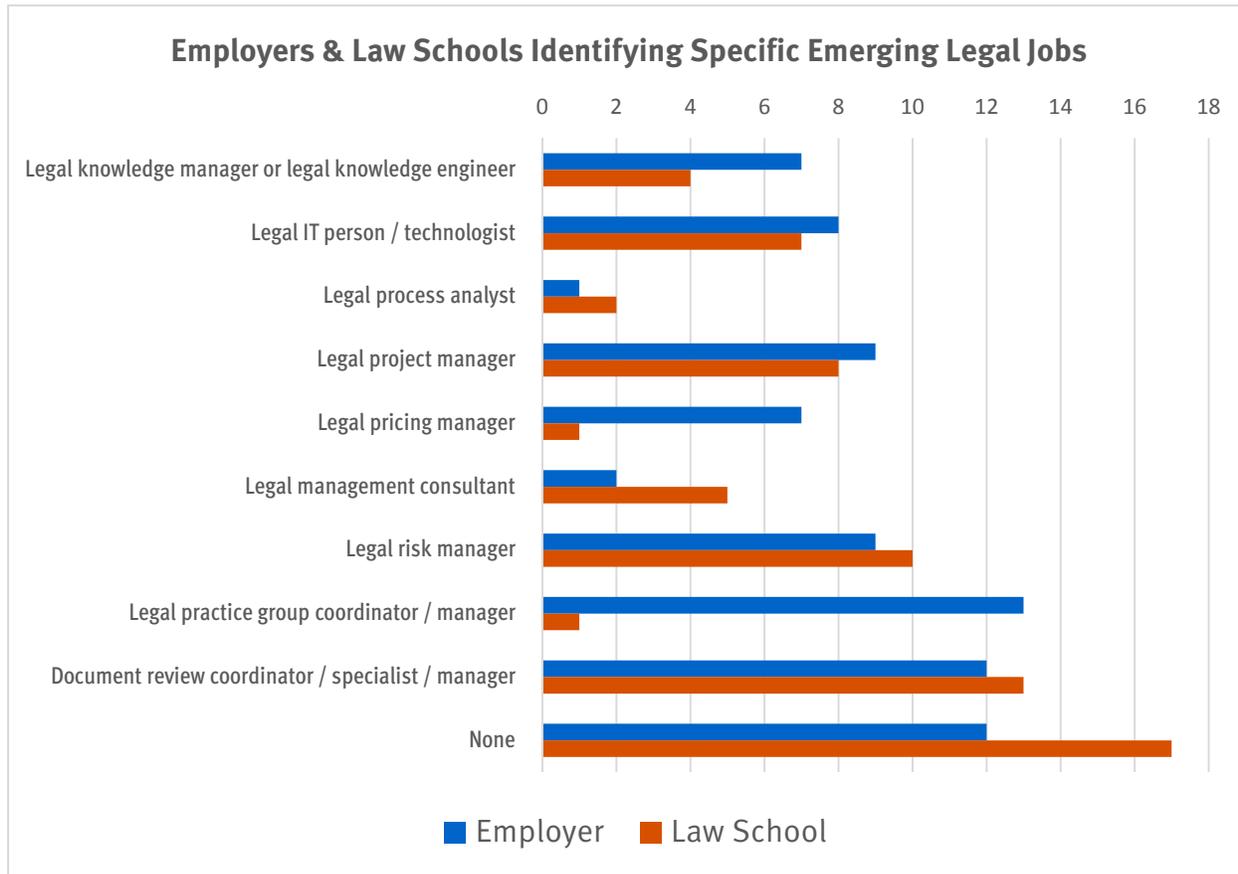
As part of its research, the work group conducted a survey of NALP members to gauge just how common some of these emerging legal jobs are in 2015. The objective of the survey was to determine whether attorneys are currently being hired into these roles and, if so, to better understand some of the defining characteristics of these roles.

In order to distinguish the nuances of attorneys who recently graduated law school versus those who have some work experience, the work group created two surveys. One survey was distributed to NALP member employers; the other was distributed to NALP member law schools. Though the lead question and the objective of the surveys were the same, the law school survey asked about the member's knowledge of employment for recent graduates, while the employer survey asked about attorneys at any level. There were 41 responses to the employer survey and 43 responses to the law school version. The full surveys can be found in Appendix 2 and Appendix 3.

The first question of the survey started with examples of what the work group defined as “nontraditional jobs that are gaining some popularity in the legal market — jobs that are a departure from the traditional ‘billable hour’ practice of law, but still legal in nature.” Employers were asked to report whether these roles currently exist at their organization, and to select only if a JD is required or preferred. Similarly, law school members were asked if they had recent graduates (Class of 2013 or Class of 2012) who took jobs with those roles — again, only if a JD is required or preferred. The list of roles and the number of employer and law school responses is summarized in Figure A.

⁴ Firms in the U.S. have been much slower than their British counterparts to move in this direction. In *Finding Bliss*, mentioned above, the authors describe the Legal Service Act of 2007 that liberalized for the U.K. the type of “alternative business structures” that have dramatically altered what lawyers — and non-lawyers — are permitted to do in their “legal businesses.” They go on to discuss how one U.K. firm, Simmons & Simmons, has used innovation to provide much broader client access to information.

Figure A



All of the roles were represented by both member employers and member law schools. The most common role reported among employers was Practice Group Coordinator or Manager. The most common role reported among law schools was Document Review Coordinator, Specialist, or Manager.

The survey responses suggest there are some roles that are more fitting for attorneys with some legal work experience than for recent law school graduates. For example, seven employers reported a Legal Pricing Manager in their organization, compared to only one law school reporting the role for a recent graduate. Additionally, thirteen employers noted roles of Practice Group Coordinator or Manager, versus only one among law schools. Presumably, having experience with billing time to clients is necessary to understand legal pricing models, while a thorough understanding of (and experience in) the practice of law is required to manage a practice group. This is not surprising. It is also not surprising that document review coordinator and risk manager are among the more common “nontraditional” positions reported by law schools, because of the entry-level nature of their job duties.

Both versions of the survey gave respondents an opportunity to write in additional roles not listed in the first question. Figure B gives a summary of those additional positions. In many cases, more than one respondent reported the job title. In fact, it’s worth noting that six employers (15 percent) reported Conflicts Attorney as a nontraditional role in their organization, and fifteen law school members (35 percent) noted Compliance Attorneys among their recent graduates.

Figure B

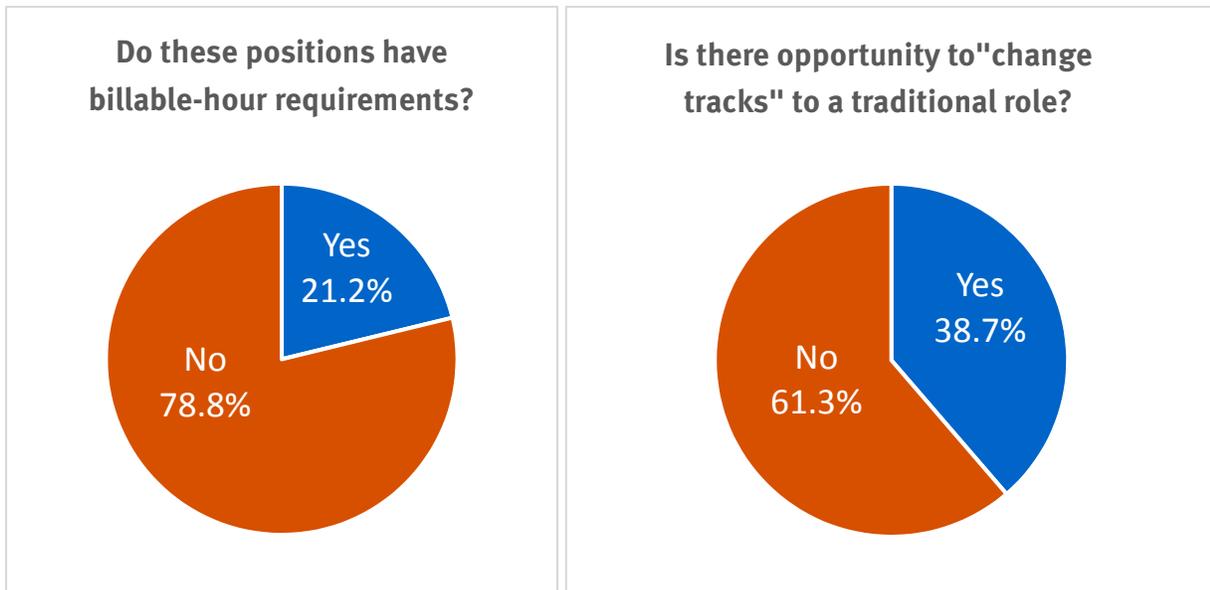
Additional Nontraditional Roles (write-in)

	Employer	Law School
Collections attorney	X	
Conflicts attorneys	X	X
Wealth/financial planner	X	X
Career coach/counselor	X	
Contracts coordinator/manager	X	X
Director of Client Matter Management	X	
Legal accountant	X	
Diversity, recruiting, attorney development	X	
Compliance		X
Translator		X
Policy analyst		X
Cybersecurity/data security specialist		X
Tax associate		X
Health care administrator		X
E-discovery		X
Labor relations		X

The employer version of the survey asked members a few additional questions to get more details about the characteristics of nontraditional positions at their organization. The results of the survey suggested that the vast majority of these emerging roles (79 percent) do not have billable-hour requirements. Of those that did, one organization each reported billable requirements for a practice group coordinator, project manager, document review manager, and consultant.

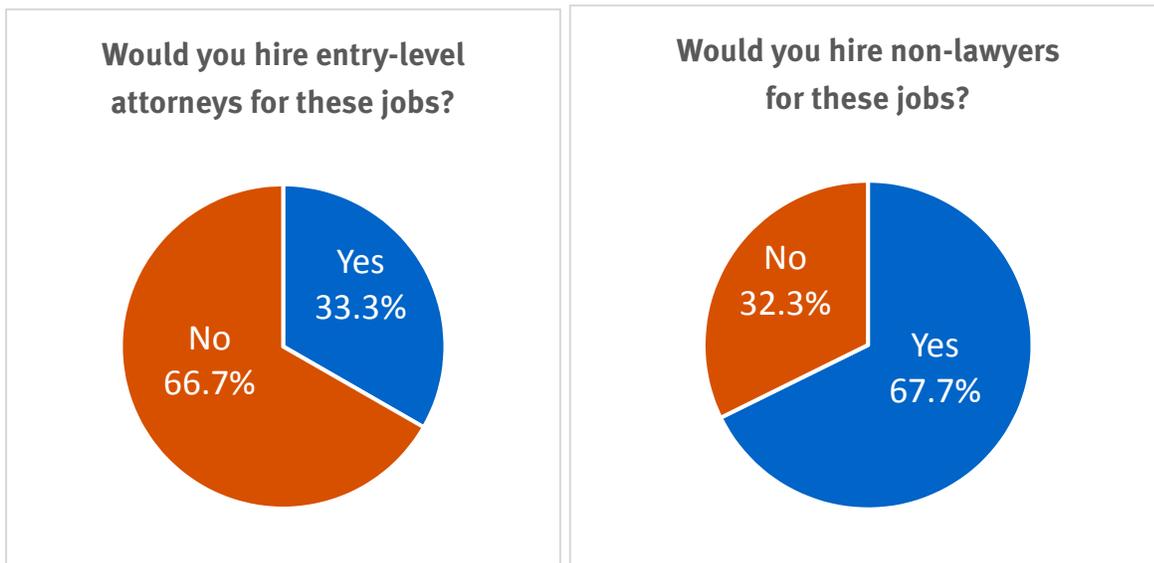
Employers were also asked whether their organization would give an opportunity to an individual in a nontraditional role to “change tracks” to a traditional role, such as an associate or staff attorney. Twelve, or 39 percent, said yes, while nineteen, or 61 percent, said no.

Figure C



As for hiring for nontraditional roles, the vast majority of members acknowledge both internal and external sourcing (73 percent), while only 6 percent report internal hiring only, and 21 percent report external hiring only. Additionally, one-third of employer members report they would hire entry-level candidates for some of these jobs, while two-thirds would not. When asked which jobs would be entry-level, employers reported conflicts analyst, contracts manager, and junior wealth planner. This is consistent with the responses the work group received from the law schools about recent graduates. It is also worth noting that two-thirds of the employers would also hire non-lawyers for some of these jobs, though having a JD was preferred. See Figure D.

Figure D



In summary, based on a sample of 84 NALP members, the work group’s survey validates a rising trend in emerging nontraditional jobs in today’s market. Though more of these individual job titles are currently held by lawyers who have prior legal work experience, there is a clear trend in increased opportunities for both recent graduates and experienced attorneys. It is also clear that most emerging legal jobs today do not have billable-hour requirements. We expect this trend will continue.

Interviews

Each work group member conducted between one and seven interviews with representatives from law firms, corporations, government entities, search firms, and law schools. The interview script that was developed can be found in Appendix 4. While the interview script provided a framework, the interviews (most of which were conducted by phone) were much more free-form, with the interviewees almost always very eager to talk and disclose their own experiences. All interviews were conducted in confidence with assurances that specific names of those interviewed and the employers that they represented would not be made public. Positions were identified primarily in private sector employers such as corporations and in law firms, but they were also found in the government and public interest sectors.

The positions identified include the following:

- Business/Market Intelligence Officer
- Business Affairs Executive
- Compliance Manager/Specialist
- Consultant — Energy
- Consultant — Project Manager
- Corporate Trust Officer
- Division Operating Officer
- Document Review Specialist/Manager
- E-Discovery Manager
- Head of Strategic Alliances
- Human Resources Officer
- Investment Banking Associate
- Legal Knowledge Engineer
- Legal Project Manager
- Licensing Manager
- Manager, Tax Planning
- Professional Development and Recruitment Officer
- Procurement Specialist
- University Major Gifts/Corporate Relations Officer

Interviewers also asked why the JD is important to success in these positions. These were also the skills identified as competencies sought in the hiring of JD candidates:

- Ability to explain and interpret complex information
- Ability to think critically, analyze, and problem solve
- Attention to detail
- Refined research skills
- Negotiation skills
- Writing and communication skills

Finally, included with this report are several helpful appendices, including a template for law firm exit interviews (Appendix 1), and sample job descriptions (Appendix 5).

Emerging Legal Jobs Work Group Recommendations for Future Work

The work group discovered that this is a rich and emerging area for study and identified a number of interesting and important tasks and projects that exceeded the scope of our one-year mandate but might be profitably taken up in the future, and so we include them here for future leaders and others interested in the work to draw on.⁵

1. The work group recommends the development of resources for training career counselors, including a selected bibliography of useful resources, the development of products and services for law students, and periodic webinars for all NALP members.
2. The work group recommends the establishment of a structural home within the NALP volunteer workforce for continued exploration of the market for emerging legal jobs and for the changing marketplace for JD employment. Future exploration should include the collection of additional job descriptions, core competencies, salaries, and career tracks for emerging legal jobs.
3. The work group recommends identifying employer member career coaches and professional development managers who currently perform tasks associated with emerging legal jobs and compiling information on job titles and core competencies.
4. The work group recommends cultivating relationships with entities that have or are developing emerging legal jobs, with an eye to expanding vendor and membership opportunities.
5. The work group recommends including programming about emerging legal jobs in the Annual Education Conference and the Professional Development Institute on a regular basis.
6. The work group recommends encouraging NALP employer members to use a version of the sample exit interview form.
7. The work group recommends establishing a mechanism for collecting, analyzing, and distributing this exit interview information to NALP members. When appropriate,

⁵ Some of the recommendations that follow were provided to the Long Range Strategic Planning Committee and seem even more appropriate now that our year of exploration has ended.

coordinate the analysis and distribution of exit interview information with the information gathered in the retention questionnaire used by the NALP Foundation.

8. The work group recommends investigating opportunities for providing programming about emerging legal jobs for audiences beyond NALP.
9. The work group recommends developing *NALP Bulletin* articles and other communication tools to emphasize that many emerging legal jobs represent good job opportunities for law school graduates and should indeed be considered positive employment outcomes in the changing marketplace for lawyers.
10. The work group recommends training liaisons to identify emerging legal jobs and inform NALP leaders about trends and new developments.
11. The work group recommends exploring opportunities for NALP to publicize emerging legal jobs on NALP's website and job board, thereby generating additional revenue for the organization.

Appendix 1

ASSOCIATE EXIT INTERVIEW

Associate: _____ Practice Group: _____

JD Year: _____ Employment Date: _____ Termination Date: _____

was part of the summer program entry-level hire lateral hire

New Employer: _____

Thinking back to the time you joined the firm, do you feel you were given adequate orientation and training? How would you assess the quality of the training? What was particularly helpful? What are some areas for improvement?

Were you satisfied with the career development you received in your group?

Did you receive the appropriate amount of supervision? Do you feel you were given clear direction? Given adequate feedback?

Do you feel the firm clearly communicated firm policies? Clearly communicated other firm business?

Please comment on your view of compensation and benefits.

General observations about the firm and individual experiences:

What factors contributed to your decision to leave? What might have been done to prevent you from leaving? (If applicable)

For NALP Attrition Survey

Reason(s) for Departure <i>(Select all that apply)</i>	
PERFORMANCE	
Work quality standards were not met	
Productivity standards were not met	
Attitude or "fit" concerns	
Economic downsizing of practice/firm	
PRACTICE/CAREER INTERESTS	
Hired by firm client	
Accompanied other departing attorney(s)	
Pursuit of specific practice interests	
Pursuit of better partnership prospects	
Desire to work in smaller firm	
Desire to work in larger firm	
Desire to work in public interest job	
Career change to non-legal job	
Career change to other type of legal job	
Pursuit of personal business venture	
FINANCIAL	
Better compensation/bonuses	
Better benefits	
SUPPORT/BALANCE	
Desire for enhanced training and development	
Desire for mentors or role models	
Desire to reduce billable hours and/or work part-time	
Desire to gain a more regular schedule	
Desire to work part-time	
Family or dependent responsibilities	
Better support for work-life balance	
OTHER	
Relocation of spouse/partner	
Desire for new geographic locale	
Desire to take break from work for a while	
Pursuit of education	
Unknown reason(s)	
Other reason for departure (Please describe briefly.)	

Departure Destination(s) <i>(Next job, position, or role.) (Select all that apply)</i>	
TRADITIONAL LEGAL DESTINATION	
Solo practitioner	
Law firm associate	
Law firm partner	
Of counsel	
Judicial clerk	
Corporate in-house counsel (legal)	
Other traditional legal	
NONTRADITIONAL LEGAL DESTINATION	
Nonprofit staff (legal)	
Other government legal job	
Legal knowledge manager or legal knowledge engineer	
Legal IT person	
Legal process analyst	
Legal project manager	
Legal pricing manager	
Legal management consultant	
Legal risk manager	
Practice group coordinator/manager (legal)	
Document review coordinator/specialist/manager (legal)	
Staff attorney	
Contract/temporary attorney	
Part-time/flexible-time attorney	
Other nontraditional legal	
NON-LEGAL DESTINATION	
Academic (teaching and non-teaching)	
Corporation or business job (non-legal) (accounting, banking, finance, insurance, etc.)	
Entrepreneur (non-legal)	
Nonprofit staff (non-legal)	
Other government non-legal job	
Other non-legal	
OTHER DESTINATION	
Caretaker for dependents (child or elder care)	
Student	
Undecided at time of departure	
Unknown destination	
Other destination (Please describe briefly.)	

Appendix 2

EMERGING LEGAL JOBS SURVEY QUESTIONS (EMPLOYER VERSION)

This survey is about emerging trends in legal jobs that are different from traditional lawyer careers. We define traditional lawyer jobs as associates, staff attorneys, counsel, partners, and other lawyers who work “billable hours” for clients, as well as in-house counsel in companies, government agencies, nonprofit organizations, and the like. The purpose of the survey is to collect information about nontraditional careers that have arisen — or are likely to arise — as a result of changing conditions in the legal market. By collecting and analyzing this information, NALP hopes to help members identify the skills, training, and experience necessary to prepare future lawyers for employment in these new, emerging roles.

1. First, let’s start with some examples of what we mean by nontraditional legal jobs. Does your organization currently have any of the following roles? Please check only if a JD is required or preferred. Check all that apply.
 - Legal knowledge manager or legal knowledge engineer
 - Legal IT person/technologist
 - Legal process analyst
 - Legal project manager
 - Legal pricing manager
 - Legal management consultant
 - Legal risk manager
 - Practice group coordinator/manager
 - Document review coordinator/specialist/manager
 - None

2. What other roles at your organization would you consider an emerging nontraditional legal job?

3. Do any of these positions have billable-hour requirements? If so, which ones?

4. Is there an opportunity for an individual in a nontraditional role to “change tracks” to a traditional role, such as an associate or staff attorney? If so, which ones?

5. Is the primary source of candidates for nontraditional legal jobs **Internal** (lawyers moved from a traditional role to a nontraditional role) or **External** (hired lawyers from outside)?
6. Would you hire entry-level attorneys for these jobs? If so, which positions?
7. Would you hire non-lawyers for these jobs? If so, which positions?
8. Would you be willing to talk to someone more about these roles or share job descriptions? If so, please provide contact information so that a member of our work group can follow up with you.

Thank you for your participation!

Appendix 3

EMERGING LEGAL JOBS SURVEY QUESTIONS (LAW SCHOOL VERSION)

This survey is about emerging trends in legal jobs that are different from traditional lawyer careers. We define traditional lawyer jobs as associates, staff attorneys, counsel, partners, and other lawyers who work “billable hours” for clients, as well as in-house counsel in companies, government agencies, nonprofit organizations, and the like. The purpose of the survey is to collect information about nontraditional careers that have arisen — or are likely to arise — as a result of changing conditions in the legal market. By collecting and analyzing this information, NALP hopes to help members identify the skills, training, and experience necessary to prepare future lawyers for employment in these new, emerging roles.

1. First, let’s start with some examples of what we mean by nontraditional legal jobs. Have you had recent graduates (Class of 2013 or Class of 2012) who took jobs with the following roles? Please check only if a JD is required or preferred. Check all that apply.
 - Legal knowledge manager or legal knowledge engineer
 - Legal IT person/technologist
 - Legal process analyst
 - Legal project manager
 - Legal pricing manager
 - Legal management consultant
 - Legal risk manager
 - Practice group coordinator/manager
 - Document review coordinator/specialist/manager
 - None

2. What other roles have recent graduates (Class of 2013 and Class of 2012) taken that you would consider emerging nontraditional legal jobs?

3. Would you be willing to talk to someone more about these roles or share job descriptions? If so, please provide contact information so that a member of our work group can follow up with you.

Thank you for your participation!

Appendix 4

INTERVIEW SCRIPT

Questions for contacts who hold emerging jobs:

- How did you get this job?
- What is your educational and experiential background? Was any training beyond the JD required for this position or are you pursuing any additional training now to better perform in the position?
- What is your title and what are your primary tasks and areas of responsibility?
- What skills did you develop in law school that you use in the performance of your job? How did your law degree help you get this job?
- To what professional organizations do you belong?
- Are there job boards where jobs like yours are promoted?
- If emerging job is at a law firm — how well-integrated are you in your firm with the more traditional practicing lawyers?
- How would you describe your level of job satisfaction and why?
- What obstacles, if any, do you face as a JD in your position?

Questions for contacts at organizations where emerging legal jobs exist, but who are not necessarily the persons who hold those positions:

- Describe the kinds of jobs at your organization where a law degree would be helpful or is required but is not the active, traditional practice of law. (Legal Knowledge Manager, Legal Knowledge Engineer, Legal Technologist, Legal Process Analyst, Legal Project Manager, Legal Pricing Manager, Legal Management Consultant, Legal Risk Manager, Practice Group Manager/Coordinator, Document Review Manager)
- How do you advertise and hire candidates for these positions?
 - Are these entry-level positions? If not, why not?
 - If you hire lateral candidates, are these positions being created as a retention tool for existing employees or do you consider both internal and external candidates?
 - What key words or skills do you look for when reviewing resumes for these positions?
- Why is the JD important to success in these positions?

- What training and mentoring do you provide for those with law degrees in these positions? What certifications or licenses outside of the JD or bar admission are required or considered valuable for these positions?
- What competencies do you seek when hiring, developing, and evaluating JD candidates in these positions?
- What is the compensation range for these positions?
- How are the people holding these positions integrated into the organization? To whom do they report? Do they have a billable-hour requirement?

Questions for ALL Contacts:

- What regional or industry differences have you noticed with these types of position? Would this position exist or be necessary in a different geographic market?
- Is there anyone else that you recommend I speak with?

If applicable:

- To which employers and industries does your company market its services generally — and the work of those holding emerging legal jobs specifically?
- Which traditional legal job functions are you seeking to fill in your clients' current business model?
- What skills do your emerging legal job holders have that your clients' current staff do not? Which of those skills do your clients value most? How do you market and promote those skills to your clients?

Appendix 5

SAMPLE JOB DESCRIPTIONS

The following job descriptions are examples of actual job postings found by the work group. Identifying information has been redacted and some additional editing has been done for length and clarity. These job descriptions are included to provide an overview of the types of emerging jobs found through the work group’s environmental scanning. These job descriptions are not meant to encompass every possible job title in this rapidly evolving market, nor are they meant to represent best practices for either job titles or job descriptions. Employers considering the addition of roles such as these should, as always, seek legal counsel when drafting their own job descriptions. However, this sampling, organized by employer type, may offer additional background on emerging jobs for which a JD is required or advantageous, as well as providing inspiration for those who want to engage in their own searches for current job descriptions.

The job titles for which sample job descriptions are provided in the following pages are:

LAW FIRMS 27

- Administrative Director, Litigation 27
- Bar Compliance Specialist 27
- Business Development Research Manager 28
- Client and Industry Teams Manager..... 29
- Client Affairs Coordinator..... 29
- Client Development Executive 29
- Client Services Manager 30
- Consultant, Intelligence.....31
- Director of Legal Project Management & eDiscovery..... 32
- Director of Legal Research..... 33
- Director of Risk Management 34
- Director, Knowledge Management Services 35
- Diversity Coordinator..... 36
- Knowledge Management Attorney 38
- Legal Project Manager 38
- Litigation Calendar Coordinator..... 38
- Marketing Research Analyst..... 39
- Marketing/Proposal Manager..... 39
- Practice Development Manager..... 40
- Practice Development Manager — Emerging Companies 40

- Practice Development Manager (IP Litigation)41
- Project Manager — Practice Support..... 42
- Proposal Manager 43
- Publications Manager..... 43
- Senior Client Relations Manager 44
- Senior Manager of Risk Management 44

LEGAL BUSINESSES..... 45

- Advisory Lead..... 45
- Attorney Search Director 45
- Director of Litigation and Case Management..... 46
- Discovery Practice Manager 47
- Fulfillment Associate 48

HIGHER EDUCATION 48

- Compliance Officer — Title IX Coordinator..... 48
- Contracts Associate..... 49
- Contracts Manager 50
- Director of Contract Administration 50
- Director of Human Resources and Affirmative Action 51
- Director of Law School Communications 52
- Director of Social Equity/ Title IX Coordinator..... 52
- Employee Relations Consultant..... 54
- Senior Associate Director, Gift Planning55
- Title IX and College Compliance Officer..... 56
- Title IX Coordinator57
- Title IX District Director 58
- Title IX/EO Compliance Officer 59
- Title IX Investigator 60

NONPROFITS..... 61

- Director, Access to Justice.....61
- Field Support Coordinator..... 62
- Government Affairs Manager..... 63
- Policy Advisor..... 64
- Policy Analyst..... 64
- Policy Director 65
- Project Director 66

GOVERNMENT 67

- Director of Employee Relations and Personnel 67
- Hearing Officer 67
- Program and Policy Analyst..... 68
- Program Specialist – Contracting Officer..... 68
- Special Projects Coordinator – Policy and Financing..... 69

HEALTH CARE 70

- Claims Risk Management Associate 70
- Corporate Privacy & Information Security Officer..... 70
- Director of Compliance71
- Director of Privacy71
- Director of Risk Management 72
- Legal Consultant 73
- Medical Regulatory & Reimbursement Process Manager 73

BUSINESS..... 74

- Analyst – EEO Investigator 74
- Anti-Money Laundering Institutional Securities Group Analyst..... 74
- Associate Attorney Consultant75
- Associate Director, Intellectual Property 76
- Associate, Tax Knowledge Management 76
- AVP – Compliance77
- Business Affairs Executive77
- Business Development Executive – eDiscovery..... 78
- Compliance Manager..... 78
- Compliance Specialist 79
- Computer Forensics Specialist 79
- Contract Analyst 80
- Contract Manager..... 80
- Contracts Negotiator..... 81
- Contributor/Online Course Creator..... 82
- Corporate Governance and Executive Compensation Advisor 82
- Corporate/Securities Legal Ninja..... 83
- Data Privacy Compliance Program Manager 84
- Director for State Income Tax 84
- Director, Strategic Alliances 85
- Engagement Manager 85
- Export and Legal Compliance Specialist 86
- Global Procurement Specialist 87
- Government Relations Manager 88
- Health Compliance Summer Associate 88
- Internal Control Analyst 89

- International Compliance Specialist..... 90
- Investment Management Analyst91
- Legal and Compliance Global Risk Coordinator.....91
- Legal and Compliance Lead, Financial Services Industry Group 92
- Legal Conference Producer..... 93
- Legal Contracts Manager 94
- Legal Operations Manager 94
- Legal Operations Manager 95
- Legal Operations Manager, Law Firm Relations 96
- Legal Specialist, Discovery Operations 96
- Manager, Anti-Money Laundering Investigations..... 97
- North America Governance Proxy Research Associate 98
- Project Manager, eDiscovery 98
- Purchasing Contracts Compliance Officer 99
- Records Management Officer 99
- Senior Director, Public Policy 101
- Senior Employee Relations Risk Consultant 101
- Senior Privacy Manager102
- Sourcing Manager102
- Strategic Advisor103
- Strategic Business Development Leader.....104
- Strategic Negotiator, Network Acquisitions.....104
- Tax Planning Manager..... 105
- Technical Contracts Manager 105
- Technical Project Manager 106
- Title Analyst 106
- Vice President of Legal Consulting Solutions 107

LAW FIRMS

Administrative Director, Litigation. Expanding law firm seeks a candidate who has demonstrated drive, dedication, professionalism, and a positive attitude. Responsibilities include:

- Acting as a strategic business partner to practices within Litigation by understanding their business strategies and staffing needs and proactively providing/executing recommendations to achieve successful results.
- Working with the Litigation Department leaders to ensure cohesion among the firm's litigation staff in all offices.
- Acting as resource to Litigation Practice Group Leaders to eliminate administrative matters on their plates.
- Providing input to practice group leaders on attorneys with availability for assignments based on skill set, seniority, area of practice, and availability when resources are requested by Partners directly.
- Supervising Director of Litigation Support.
- Reviewing all Litigation Support protocols to ensure the effective management of client and firm data, while minimizing risk to the firm.
- Supervising the dockets and development of Litigation paralegals, project assistants, and clerks.

Demonstrated initiative, creativity, entrepreneurial mind-set required. Must have experience managing and motivating staff. Minimum of 5 years of practicing attorney or law firm litigation administrative/management experience. Must possess excellent communications, analytical, and relationship-building skills; keen attention to detail. Experience acting as strategic business partner to senior management preferred. JD or other advanced degree preferred.

Bar Compliance Specialist. The Bar Compliance Specialist will support the firm by using his or her experience and understanding of bar requirements to manage the firm-wide bar admission compliance process for lawyers seeking their first bar admission, licensed lawyers joining the firm from other law firms, lawyers transferring between offices within the firm, and lawyers registering as a foreign lawyer in jurisdictions where required. The Specialist will work with local offices to ensure that attorney bar admissions are active and in good standing and also oversee the annual bar audit. Roles and responsibilities will also include:

- Working with local offices to ensure that attorneys in all offices of the firm are in compliance with local, state, and national bar admissions statutes, including registration as a foreign lawyer in jurisdictions where required.
- Maintaining bar admissions database and reviewing daily new hire reports and coordinating with local office Information Resources, Human Resources, and Business Development teams to reconcile issues that may delay the publishing of bar qualifications to the firm's external website.
- Coordinating bar waive-in applications.
- Overseeing the annual bar audit and developing a thorough understanding of bar compliance requirements across multiple jurisdictions while working with local offices to ensure that all attorneys meet requirements.
- Conducting research regarding bar admission (and, where required, foreign lawyer registration) requirements using a variety of electronic databases, the internet, and print sources.
- Ensuring compliance with provisions of governmental regulations and reviews and analyzing changes to laws pertaining to bar admissions and foreign lawyer registration and reporting necessary or suggested changes to management.
- Ensuring bar admission/registration information on the firm's internal Facebook page is up to date and accurate.

- Analyzing and replying to inquiries regarding bar admission concerns.
- Coordinating with other areas/departments of the firm where overlap exists to develop efficient procedures/communications to streamline processes and satisfy various department needs.
- Overseeing the annual PTIN renewal for all Tax Attorneys as well as the Veteran Administration accreditation status for pro bono matters.
- Monitoring Fall Associate admissions and coordinating with Global Billing to change admission status.
- Completing special projects on various topics as needed.
- Promoting effective work practices, working as a team member, and showing respect for coworkers.

The successful Bar Compliance Specialist has the ability to develop knowledge of bar admissions and registration requirements across multiple jurisdictions. He or she has an advanced ability to perceive and analyze problems and demonstrates initiative and self-motivation. The Bar Compliance Specialist should have a Bachelor's degree with a JD highly preferred. 3-5 years of bar compliance experience at a law or professional services firm is desired.

Business Development Research Manager. The firm is seeking a highly motivated, detail-oriented, critical thinker to assist in the development and execution of the firm's business development programs and initiatives. Reporting to the Director of Business Development, the individual will work closely with the Research Analyst, the Client Development Team, and the lawyers. A successful candidate for this role will be expected to handle a variety of day-to-day activities. Specific responsibilities include but are not limited to:

- Research, compile, organize, and analyze internal and external intelligence on key clients and prospects as well as industry and market trends, competitors, and industries.
- Benchmark our activities against those of global and domestic competitors; manage multiple research projects.
- Identify opportunities to build upon existing client relationships and maximize the breadth and depth of opportunities with existing clients.
- Conduct specialized secondary research and analysis; efficiently and effectively navigate relevant resources from free and fee-based sources.
- Analyze research tools and make recommendations as to the best sources.
- Collaborate with business development and pitch and proposal team colleagues to create materials that differentiate the firm.
- Establish a process for ensuring up-to-date intelligence, including target lists for office, practices, and departments.
- Provide support, as needed, for client events/seminars, newsletters, client alerts, internal communications, sponsorships, cross-selling initiatives, and other tactical business development activities.
- Understand the firm's systems and databases in order to retrieve information and generate reports.
- Manage and mentor junior team member.
- Create periodic activity reports.

Desired Skills and Experience: Minimum of 4-7 years of experience serving in a similar role in another major professional services firm; JD, MBA, CFA, or equivalent licensure highly desirable. Undergraduate degree (major in library and information science, business, marketing, communications, or a related field preferred). Understanding of the broad areas of law practiced by a full-service, international law firm. Strong strategic business development focus with knowledge of core marketing principles. Excellent analytic, communications (oral and written), and organizational skills.

High level of attention to detail. Ability to deal with complex material and concepts and manage multiple concurrent projects as well as ability to establish and manage deadlines and prioritize appropriately. Proficient in utilizing research tools, including Lexis, Westlaw, Pacer, Capital IQ, Monitor Suite, SEC filings, and other free and fee-based databases. Strong client service orientation. Ability to work well independently and as a member of a team; able to interact collaboratively and successfully across organizational departments and levels. Responsive, proactive; demonstrates high level of personal accountability. Ability to maintain professional composure in high-pressure situations and a fast-paced, multi-authority environment. Willingness to be flexible, performing responsibilities not specifically identified in the job description and assuming new responsibilities as the firm's needs change. Ability to work additional hours and travel, as needed.

Client & Industry Teams Manager. The firm seeks a hard-working, motivated individual to serve as Client & Industry Team Manager working in the Business Development Department. The firm's longstanding client and industry teams initiative continues to grow as clients increasingly hire law firms that understand their business (versus choosing by legal specialty). We are looking for a Manager-level marketing professional who is currently working in a law firm or accounting firm and who is experienced in supporting client/industry teams. The firm recognizes that a dedicated practice group manager can also succeed in this role and would be pleased to meet practice group managers who want to do something related but different, i.e., provide direction and support to an interdisciplinary team. Specific requirements: This role involves working closely with key members of firm management who are assigned to the various teams, as well as the Director of Client and Industry teams and team leaders. Responsibilities range from arranging monthly meetings and creating agendas to providing strategic insight into how the team can help drive revenue and execute on agreed upon action items. Key skills required include: ability to think strategically; ability to work with legal research tools and internal data mining tools; excellent organizational and communication skills; proactive; responsive.

Client Affairs Coordinator. The Client Affairs Coordinator is responsible for the development, implementation, and supervision of the [city] office's client-facing events, both substantive and social, including client seminars, receptions, and special events. The job involves working closely with this office's lawyers and serving as a liaison to the firm-wide BD&C department. Organize and implement all aspects of seminars, conferences, and receptions; train and supervise BDC assistants; respond to and direct all telephone and written inquiries as they relate to events; oversee the coordination of various client entertainment activities; oversee maintenance of office contacts in InterAction. Specific requirements: Four-year college degree. 5 years' experience in a business environment. 3 years' experience in legal environment. InterAction experience preferred.

Client Development Executive. A Client Development Executive is sought for the firm's [city] office. This position is responsible for assisting the firm in generating new business income, thereby directly contributing to the overall prosperity and growth of the firm. The Client Development Executive (CDE) helps drive new business opportunities through targeted approaches and coordinated cross-selling strategies. This is accomplished by facilitating, organizing, and executing the business development strategies in assigned territories to include leveraging attorney resources and helping attorneys drive business opportunities. The CDE will:

- Build a working knowledge of the practice groups' services as well as develop a good understanding of each group's strategy, priorities, and clients, including characteristics and hot issues.
- Collaborate with individual partners and practice leaders on designing, organizing, and implementing a

curated sales pipeline of clients and prospects in support of the practice and firm's strategic plans.

- Identify and build strategic relationships with high-profile market-moving organizations.
- Identify and build relationships with referral sources in areas of strategic focus.
- Target clients and prospects with long-term and global growth potential.
- Proactively provide input into the business development and sales strategies of individual practices as well as coordinate multiple practice groups into a cohesive client-focused team.
- Develop and pilot client teams and a client feedback program within leading practice groups.
- Drive Business Development activity and qualified sales opportunities by proactively communicating hot topics, client success stories, business drivers, and associated solutions.
- Lead consultative coaching ranging from individual coaching sessions to practice group trainings that produce measurable results; lead, motivate, and inspire a client-focused philosophy.
- Other duties as assigned.

Position Requirements: Ten years of business development experience in a large professional services organization. Demonstrated track record of success, achieving results within a partnership environment. Executive-level presence, high degree of poise and presence with the ability to interact effectively, and build relationships with several different constituents. Have the ability to influence action and achieve results. Bachelor's degree required. MBA and/or JD preferred. Set goals and take responsibility for achieving them. Establish credibility with partners. Driven by accomplishment and energized by outcomes. Track record at securing buy-in, support, and ownership of senior management and getting the most and best out of people.

Client Services Manager. Our [city] office is seeking a Client Services Manager to assist in the management of clients and take on substantial team leadership duties. Candidate will present as a confident and self-assured team player who is comfortable with working in new areas and is able to exercise initiative in a very independent fashion. Humor, creativity, and strong work ethic are essential to the ability to succeed in this dynamic assignment.

Responsibilities:

- Supervise the casework for major corporate clients across a wide number of industries including technology, media and communications, motion pictures and television, finance, private equity, and consumer, among others.
- Effectively communicates with clients regarding procedural and case processing issues; identify client immigration solutions; and understand current client activity.
- Analyze and record all client specific processes/procedures.
- Stay abreast of important developments in the law and issue spots with respect to future opportunities/issues.
- Understand existing fee agreements/billing practices.
- Be aware of all client profile changes, paying close attention to business opportunities.
- Update client database regarding any changes in contact information.
- Serve as a team resource for client and office procedures (ensures accuracy of discussion databases for team's clients).
- Delegate, prioritize, and review workflow of four assistant paralegals.
- Participate in office-wide projects, including training, recruiting, process improvement, and employee satisfaction initiatives.
- Other duties as assigned.

Requirements: 7-10 years of experience in a senior-level capacity with an immigration law firm, department, or corporate immigration function. Expert knowledge of procedural requirements for various types of nonimmigrant and immigrant visas and knows client processes. Knowledge of case management and billing systems. Experience corresponding with clients directly on case processing and other procedural matters. Experience handling high-touch client base with poise and confidence. Ability to prioritize own work and team's work and take on multiple projects. Experience managing multiple direct reports. Excellent attention to detail. Excellent organizational skills, including a strong facility with case management reporting analytics. Exercises excellent judgment. Effective team management and communication skill. Strong written and oral communication skills. BS or BA degree.

Consultant, Intelligence. A Consultant, Intelligence, is sought to join the firm's Client Relations and Marketing Team in the [city] office. The Consultant, Intelligence is responsible for the detailed analyses of data and information — inclusive of business, competitive, economic, industry, and market research — derived from internal and external sources to develop rigorous, fact-based strategic recommendations that support the firm's growth strategies, business development, client services, and cross-functional initiatives. Primary responsibilities will include, but are not limited to:

- Conduct research; synthesize complex data and information into succinct findings, derive strategic insights, and persuasively communicate findings and perspectives to internal stakeholders and management.
- Monitor the macroeconomic environment; maintain a consistently high level of awareness of the business and legal markets; identify key drivers and trends for new business development activities.
- Work directly with clients on confidential business matters requiring research and analysis.
- Think strategically and facilitate/attend practice group and initiative team meetings, working directly with stakeholders and actively contributing to discussions.
- Proactively review internal and external resources and intelligence tools. Present timely findings and recommendations.
- Collaborate with other administrative groups on joint projects.
- Special projects as assigned.

Qualifications: Bachelor's or Master's degree in business, information science, or equivalent. Competitive/Market intelligence certificate and/or Bloomberg certificate preferred. Minimum 3 years of experience in a similar role. Legal or professional services experience is preferred. Knowledge of quantitative and qualitative research methodology, as well as primary and secondary research methodology. Solid analytical skills. Strong ability to derive and manipulate statistics. Strong business acumen; familiar with business terminology and concepts. Knowledge of the legal market and business of law. Strong verbal and written communication skills. Highly detail-oriented with strong attention to accuracy but still able to see larger picture. High degree of organization and the ability to manage multiple projects and processes simultaneously. Proven ability to work independently and in a cross-functional team environment simultaneously. Proven ability to work independently and in a cross-functional team environment with multiple stakeholders. Proven ability to build excellent relationships with senior stakeholders and client service excellence. Proven ability to work under pressure to produce a high quality and quantity of work product. Proven ability to thrive in an electronic environment and to utilize technology to deliver information. Proven ability to carry out presentations and lead or participate in meetings. Must be enthusiastic, proactive, innovative, and have intellectual curiosity. High level of proficiency in MS Office, especially Excel. Proficient in using business and legal resources such as Bloomberg, DisclosureNet, LexisNexis, Mergermarket, S&P Capital IQ, ThomsonONE, and Zawya.

Director of Legal Project Management & eDiscovery. An executive leader is sought to establish a new project-based business unit within the firm founded in Legal Project Management (LPM) principles. The LPM Director's primary goal will be to design and build a law firm based competitive business unit in response to outsourcing and legal service unbundling using the latest technology and process design. This Director will play a key role in the budgeting, workflow management, and staffing of legal projects flowing from significant client engagements. The Director will help to engineer engagement plans that result in high value to the client, exceptional client service, and high profitability for the firm. The Director will also have a keen understanding and play an important role with respect to the development of LPM-driven Value Pricing Arrangements.

The Director will be asked first to apply these principles to address the firm's existing litigation case intake and management processes by leveraging innovative LPM principles, eDiscovery, and advanced technology. For transactional or regulatory matters, they will apply LPM principles to the due diligence and contract management processes. At the high level, this Director will be responsible for conceptualizing, implementing, and communicating a strategy for the function and team that results in an efficient, profitable business unit for the future. On the day-to-day, the Director will provide legal advice and case support for all eDiscovery matters, as well as oversee project delivery at every stage of the Electronic Discovery Reference Model (EDRM). General responsibilities:

- Responsible for leading the firm's Legal Project Management initiatives such as creating and implementing improvements and controls, leveraging technology and knowledge management solutions.
- Drive an entrepreneurial approach to Legal Project Management and related budgeting that is innovative and competitive.
- Develop full-scale project plans, estimate the resources needed to achieve project goals, and provide input in the budget-creation process.
- Participate in client pitches and RFPs as needed to highlight LPM capabilities to clients and serve as a project manager on certain large client projects and balance personal project management workload with the demands of leading the LPM function and managing others.
- Provide input into the selection, configuration, and implementation of LPM systems solutions to support lawyers' needs.
- Collaborate with Section Heads, the Director of IT, Practice Support Manager, and vendors regarding technical issues and new initiatives.
- Assist legal teams in defining scope, goals, and deliverables that support business needs of both our law firm and its clients.
- Continually compare matter progress to budget utilization and convey status to stakeholders.
- Guide multiple projects concurrently, coordinating complex workflows, and multi-tasking on deadline.
- Initiate ideas for improving profitability of matters and teams.
- Possess knowledge of national trends and new laws surrounding LPM and eDiscovery with an emphasis on strategic growth and market position.
- Author and educate internally regarding firm-wide best practices for LPM and as it relates to specific project types.

eDiscovery and Litigation Practice Support:

- Build and manage a high-functioning eDiscovery team that inspires confidence and satisfaction among attorneys and clients.
- Establish eDiscovery processes and protocols from LPM perspective.

- Provide legal and technical advice regarding EDRM process and quality assurance from case intake through trial.
- Oversee the Practice Support Team and vendors, including evaluating performance in order to enhance or improve quality of service delivery.
- Provide substantive feedback regarding the maintenance and support of the Practice Support IT infrastructure.

This position will report to the Chief Operating Officer with reporting responsibilities to the Litigation Section and Firm Management. The ideal candidate will possess a diverse skill set that encompasses legal skills, technical skills, leadership skills, and an entrepreneurial spirit. This position requires someone who is not only good at seeing the big picture/strategy that is needed but also is willing and able to be a doer when necessary to help the team on a day-to-day basis.

Desired skills and experiences:

- **Business Savvy Leader:** Demonstrable success developing strategies, creating infrastructure, budgeting, leading a revenue generating department, managing vendor relationships, utilizing project-management approaches. Must have demonstrable skills in budgeting and profit & loss analysis. In addition should be resilient in their beliefs, be able to overcome objections, and be adept at leading change management.
- **Intrapreneurial/Entrepreneurial:** Willing and able to build teams, create and re-engineer processes for both transactional and litigation practices.
- **Collaborator:** Acts as a team player and coach. This individual needs to be an advocate for their team and be committed to building the necessary capabilities on the team. They also need to be adept at building relationships across the firm.
- **Communicator:** The ability to communicate the department's plans and progress to the firm and to help set expectations for the team. They will act as the "face" of the department counseling attorneys, litigation support professionals, and others in managing high-profile cases, investigations, and projects.
- **Compensation Structure:** This position should include a base salary and some "at risk" compensation that could increase over time as there are greater revenue expectations.
- **Support from the Firm to Help Ensure Success:** This person will need to be given the appropriate resources for success along with sufficient autonomy to use their expertise to implement change.
- JD preferred; MBA or experience with a legal business enterprise beneficial.

Director of Legal Research. The firm is currently seeking an experienced director-level individual to oversee our legal research and knowledge management initiatives. This position reports to the Chief Information Officer. The qualified candidate will have demonstrated background and experience in the strategic use of legal research tools and practices at a senior management level. This person will also understand knowledge management concepts, and bring innovative thought to the future of this area. In this role, the ideal candidate will help us continue to improve connecting people with information. This position will manage the operation of the law library and research staff, including budgetary responsibility/allocation, and the organization and dissemination of legal resources and services.

Responsibilities:

- Manages Service Performance metrics for department.
- Supervises and evaluates the work of clerks, library assistants, and other staff. Performs topical research for attorney blogs, newsletters, firm websites, and other media.

- Provides innovative leadership within the Research Services area.
- Conducts in-depth research in wide range of areas including the practice-specific areas of law, business intelligence, public records, legislative history, medical, and news/media.
- Trains lawyers, students, staff, and others on the use of internet-based legal research programs such as Westlaw, Lexis/Nexis, and emerging electronic resources such as Google Scholar, electronic journals, online court dockets, and legislative materials.
- Conducts periodic reviews of new and existing electronic resources with primary focus toward improved service and research efficiencies.
- Promotes library services and resources within the firm.
- Coordinates and troubleshoots technical services and issues.
- Contributes to senior management strategies and decisions regarding information applications, tools, and technologies, and policies for the organization.
- Identifies areas of opportunity where knowledge management can create efficiencies, and leverages existing knowledge base in meaningful ways.
- Assists with design and structure of knowledge solutions that facilitate communication and collaboration between stakeholders who have distinct knowledge but who may not normally have the opportunity to share it.
- Partners with practice groups to create, classify, and improve new and existing knowledge resources.
- Works with Information Technology resources to ensure connections between knowledge management and software systems are integrated to allow for seamless exchange of information across/between systems.
- Develops and leads educational/informational sessions to promote use of knowledge management at all levels.
- Seeks to create an environment where staff and attorneys can create new knowledge and innovation through the use of technology and team work.

Qualifications: Bachelor's degree required. Advanced degree in business, law, information management, or related field a plus. 5+ years' experience in same or equivalent field performing in an upper management level. Experience in a law firm or professional services firm preferred. Minimum of 5 years of managing people (across multiple locations a plus). Successful track record in leading complex projects. Ability to effectively manage multiple projects and responsibilities in a fast-paced environment. Strong understanding of legal processes and the ability to define solutions to support and improve those processes. Strong presentation skills/experience. Ability to travel, as needed.

Director of Risk Management. The Director of Risk Management is responsible for supervising the firm's Risk and Calendaring Departments and for oversight of the firm's contracts and risk management practices and procedures. The Director of Risk Management takes a leadership role promoting the firm's culture, which encourages employees to attain maximum productivity and professional growth in a healthy, respectful environment. The position's essential functions include but are not limited to:

- Establish and monitor key risk indicators, as well as implement corrective action plans to mitigate risk.
- Develop, document, communicate, and deliver training on best practice policies and workflow procedures to achieve excellent service levels in the Risk and Calendaring Departments.
- In conjunction with the Human Resources Department supervise the firm's Risk and Calendaring Departments' employees. This includes but is not limited to providing ongoing performance feedback, holding regular staff meetings, and monitoring and supporting the professional growth of these employees.

- Conduct internal audits of risk procedures of various departments.
- Draft and/or review proposed engagement letters/client contracts for compliance with firm policies.
- Establish and oversee procedures to capture updated information on firm engagements and contracts.
- Develop and maintain legal services contract database that contains all active firm legal services contracts.
- Coordinate with firm's Human Resources Department to ensure that firm's Human Resources policies and practices comply with any obligations imposed by firm legal services contracts.
- Work with the firm's Director of Conflicts and responsible attorneys to implement ethical walls for incoming laterals or contract attorneys when deemed appropriate.
- Review proposed responses to client audit letter requests to assure accuracy and compliance with firm policies and procedures.
- Coordinate with firm's billing employees on risk issues relating to billing and client audits.
- Ensure that firm employees comply with firm's risk management policies and procedures.
- Interact frequently with firm principals to ensure firm-wide compliance.
- Oversee annual application for and renewal of liability insurance policies.
- Plan, direct, and supervise the Calendar Department, which includes, but is not limited to, monitoring and interpreting court rules, creating and providing docket reports to employees, and maintaining firm's calendar docket database.
- Conduct annual audit of calendaring and docketing procedures and practice.
- Ensure that the Calendar Department employees respond to calendar information requests in a timely and accurate manner.
- Maintain contacts with the firm's outside ethics and conflicts counsel.
- Perform special projects as assigned by the Executive Director and Executive Committee.
- Maintain composure and work efficiently and accurately during highly stressful circumstances.
- Demonstrate excellent customer support.
- Maintain contacts with counterparts in other law firms and individuals in related associations.
- Other functions as assigned.

Skills/Qualifications: JD from an accredited law school and 5 or more years of work experience in a law firm.

Demonstrated expertise in calendaring systems. Strong leadership, coaching, and conflict resolution skills. Excellent interpersonal skills, including but not limited to an ability to interact effectively with and supervise employees with varied backgrounds and levels of responsibility and an ability to communicate authoritatively and diplomatically with attorneys. Strong communication skills (written and verbal) and a command of the English language, including spelling and grammar. Ability to juggle multiple projects and respond quickly to changing priorities. Strong organizational skills. Ability to work well under stress. Ability to work independently with little or no direction. Ability to effectively function in a team environment, including but not limited to the ability to be open-minded, cordial, and cooperative with firm employees.

Computer literacy and familiarity with word processing, spreadsheet, database, and presentation programs.

Director, Knowledge Management Services. The firm seeks a Director for Knowledge Management (KM) Services to create, facilitate, and manage the KM services for all offices nationwide. The firm seeks a creative leader who is an excellent communicator. The firm's KM department will provide the firm's lawyers with knowledge and information

resources necessary to consistently deliver the highest quality legal advice to the firm's clients. The KM program within the firm seeks to leverage the firm's collective knowledge and experience library of outstanding work product and creative technologies to suggest and assist our lawyers in their jobs. It also seeks to identify key areas where new legal content and resources should be developed and delivered to enable our lawyers to move quickly and efficiently. We are looking for a dynamic individual with relevant experience who wants to be part of an innovative team. This candidate will work with the Chief Information Officer to provide services such as digital content management and coordinate with other departments to develop attorney education and training in KM services. Requirements:

- Working with stakeholders across the firm's practice groups to understand the current state of knowledge management and the unique needs of different groups with the goal of updating, enhancing, and improving the current KM roadmap and strategies.
- Creating, maintaining, and organizing web content, exemplars, toolkits, templates, practice notes, training presentations, and other resources for lawyer information services.
- Implementing procedures for capturing, filtering, storing, accessing, and disseminating external and internal information resources and materials.
- Training and assisting our lawyers on the use of the department's relevant knowledge tools.
- Participating in the planning and delivery of training and other knowledge-related activities.
- Drafting, updating, and/or managing the development legal content and work product.
- Coordinating with the IT staff regarding content management, tools, and taxonomies.
- Communicating and evangelizing KM techniques and solutions to lawyers, helping them to effectively share their knowledge so that we institute an industry-leading knowledge-sharing culture within the firm.
- Manage the operations and activities of library and KM personnel firm-wide.
- Manage the service, contracts, and relationships with the online research vendors, print content, print management, and library administration.
- Manage budget, develop standards for collection development and cost recoveries, oversee the firm's knowledge collection and acquisition process.

Qualifications and Desired Experience: Advanced degree (JD, MBA, MLIS) preferred. At least 5 years of experience in a law or business library. At least 3 years of supervisory experience for multiple locations, whether internal employees or external resources (preferred). At least 3 years of experience in library contract and vendor management. At least 3 years of experience in database and web technology. Expert knowledge in integrated library management systems. Advanced proficiency in online research and legal databases. Proficiency in collaboration applications (Microsoft SharePoint preferred). Advanced skills in Microsoft Office Suite. Expert knowledge of law library management. Advanced knowledge of vendor management, procurement, and contract administration standards and practices. Highly professional with a strong customer service orientation, commitment to meeting deadlines, and ability to multi-task in a fast-paced and dynamic environment. Demonstrated knowledge of best practices and current trends and issues in applying information technology to libraries and law practice. Previous experience or educational background in KM within a law firm environment is highly preferred.

Diversity Coordinator. The Diversity Coordinator is responsible for assisting and supporting the Diversity & Inclusion Department, led by the firm's Director of Diversity & Inclusion, in conjunction with the firm's executive partners responsible for Diversity and Women's Initiatives, with all activities related to the creation and sustainability of diversity and inclusion throughout the firm, including planning, implementing, organizing, and overseeing the firm's diversity and

inclusion programs on a global platform. This individual will be responsible for assisting and supporting the Director of Diversity and Inclusion and the Diversity Advisor in the administration of the firm's Diversity and Women's Initiatives, including eight affinity groups across the U.S. (LGBT Affinity Group, Black Affinity Group, Hispanic Affinity Group, Asian Affinity Group, and Middle Eastern Affinity Group), London (LGBT Spectrum Affinity Group and LINK

Black/Minority/Ethnic Affinity Group) and Germany (LGBT Spectrum Affinity Group) and 21 women's networks globally. Duties and Accountabilities:

- Provide guidance and support to the firm's U.S. affinity groups, including scheduling regular meetings, preparing agendas, assisting with affinity group mentoring and professional development programs, and responding to follow-up communications and action items.
- Plan, coordinate, and execute all aspects of periodic events and programs across offices for the firm's affinity groups and women's networks (e.g., events for Black, Asian-Pacific American, and Hispanic Heritage Months, Diversity Speaker Series, Global Women's Initiative Leadership Speaker Series), and supporting affinity group and Local Women's Network Leaders in administration of their events and programs (e.g., strategy on event ideas, connections with client speakers, providing planning information, development and promotion of local events and programs of interest, and contributing to meeting agenda and discussion ideas for mentoring circles and professional development programs).
- Plan, coordinate, and execute all aspects of periodic events and programs across offices for the firm's Global Women's Initiative, including both internal and client-focused speaker series and other events.
- Support project management for all aspects of firm gender diversity action plans for partners and associates.
- Provide administrative support for sponsorships of professional conferences and events relating to the Diversity Initiative and Women's Initiative, including solicitation, registration, and preparation of attendees, preparation of invoices and creation of ads and other marketing materials (in coordination with internal marketing team) for journal and other submissions.
- Maintain current diversity statistics and respond to RFPs and benchmarking surveys requested by clients and outside organizations; review and analyze diversity statistics and support preparing narrative responses.
- Support the firm's diversity initiative recruitment efforts on an ongoing basis and through special projects as assigned.
- Draft and update internal and external marketing materials and maintain content for affinity groups and women's initiative's pages on the firm's website and intranet.
- Provide ongoing support to the firm's diversity committees, both in the U.S. and beyond.
- Stay apprised of industry trends and best practices and engage in thought leadership in the diversity and inclusion discipline through participation in industry organizations and interaction with various diversity pipeline organizations.
- Other responsibilities as assigned, including assistance with special projects, proposals, and training programs.

Education/Qualifications: Bachelor's degree in human resources or related degree. JD, MBA, human resources graduate degree or other advanced degree preferred. Minimum of two years' experience in a professional services environment; experience in a law firm highly desirable, preferably in an administrative role. Excellent communication skills (oral and written). Emotional intelligence and strong interpersonal skills, with ability to interact successfully with all levels of employees and management. Excellent analytical and math skill sets; advanced knowledge of Excel preferred. Strong organizational skills, with a high level of attention to detail and ability to prioritize multiple tasks simultaneously and meet deadlines in a fast-paced and high-service environment. Client service orientation.

Knowledge Management Attorney. The Knowledge Management Department is seeking an experienced document automation attorney with practice experience in corporate or litigation. The attributes important to this position are exceptional communication and leadership skills; a sense of humor; being an entrepreneurial self-starter who can work collaboratively with others; exceptional practice experience in corporate or litigation; and a passion for continuous improvement. Responsibilities include:

- In coordination with practice area lawyers draft, update, and manage standard forms, internal memoranda on practice legal issues, and practice process checklists.
- Develop, publish, and maintain HotDocs templates that support the firm's practice areas, especially corporate and litigation.
- Provide leadership and training to the firm's practices on the best use of automated form templates.
- Handle additional related projects as necessary.

Requirements include: Advanced knowledge of HotDocs or other document assembly applications. 3-5+ years of corporate law firm experience, preferably as corporate or litigation associate. Highly experienced in MS Office (Word, Outlook, PowerPoint, SharePoint). Advanced knowledge of inter/intra/extranet technologies, particularly for legal-specific uses (portals). JD required.

Legal Project Manager. This position will consist of 80% legal matter management, 10% process improvement initiatives, and 10% project management training. The person in this position will assist attorneys with the management of matters throughout the life-cycle of a client engagement, including task planning, matter budgeting, matter metrics, legal task execution management, tracking, and status reporting. The manager will also train on legal project management principles and identify process improvements to improve firm profitability and client satisfaction with firm services. A Bachelor's degree is required. A JD or MBA degree is preferred, but not required. The candidate should have either a good understanding of law firm operations and attorney-client business of law relationships or instead have a strong understanding and experience in project management. Project or process management certifications, such as PMP or Six Sigma, are also preferred but not required. However, an interest and willingness to obtain legal project management training and certification is sought. Experience within an operations department of a large corporation or a law firm is desired. The candidate should have 2-5 years of experience in managing large projects in a highly matrixed organization. The ideal candidate will have strong verbal and written communication skills and must have the ability to establish credibility with attorneys, clients, and other team members as a valuable team member and project management resource. The candidate should be a strategic thinker, with the ability to craft novel solutions that are responsive to client and attorney needs. The candidate will be extremely organized, attentive to detail, be self-directed and able to manage and prioritize multiple projects. A candidate with the correct skill set is more important than the depth of project management experience.

Litigation Calendar Coordinator. The Litigation Calendar Coordinator will work as part of a team within the Litigation Calendar Department. Responsibilities include calendaring deadlines in connection with all case events, such as discovery, pleadings, court hearings, and trials. Candidate must possess a working knowledge of CompuLaw and have a solid understanding of rules and timelines of federal and state courts. It is important to be able to consistently meet deadlines and produce accurate work product. The ideal candidate will have superb attention to detail, excellent written and verbal communication, strong computer and organizational skills, and ability to multi-task and prioritize within a fast-paced litigation environment. A Bachelor's degree and/or paralegal certificate is preferred. JD a plus.

Marketing Research Analyst. Under the supervision of the Research and Intelligence Manager and as a member of the wider Research Department, the Marketing Research Analyst works closely with our Marketing Department and senior management to conduct research and analysis of companies, industries, markets, and competitors and deliver meaningful insights in concise and compelling ways. The position requires independent thinking, attention to detail, strong oral and written communication skills, and effective management of time in a fast-paced environment. The ideal candidate will also have the ability to work well in a virtual collaborative environment and on a flexible work schedule. Responsibilities include:

- Research, analyze, synthesize, and distill complex facts and data into meaningful and actionable intelligence, and create comprehensive, analytical reports of research findings for various business development and marketing purposes.
- Analyze prospective and current clients, and forecast potential legal developments and business opportunities to determine if the firm's capabilities match well with potential legal needs.
- Synthesize research findings to create company profiles, industry overviews, and biographical summaries for client meetings, pitches, RFPs, etc.
- Create alerts and newsletters to monitor business development opportunities.
- Coordinate and collaborate with members of a virtual team on large-scale projects.
- Monitor clients, industries, competitor law firms, and global economic, political, and regulatory events using subscription databases, newsfeeds, websites, journals, etc.
- Build trust and respect with marketing staff, attorneys, and other research staff.
- Perform other duties as required.

The successful candidate will have: MLS or equivalent required; JD preferred. 2-3 years of law firm or professional services experience. Proven analytical abilities to review information and evaluate its reliability, completeness, relevance, and importance to the assignment. Proficiency in searching and extracting information from databases such as Monitor Suite, Capital IQ, OneSource (Avention), Bloomberg Terminal, Bloomberg Law, Lexis.com, Westlaw, etc. Strong interpersonal, verbal, and written communication skills. Strong time management skills and ability to multi-task. Demonstrated ability to work independently and collaboratively in a virtual team environment, manage multiple tasks simultaneously, and complete detailed work accurately and with minimal supervision.

Marketing/Proposal Manager. This position is in the Marketing and Business Development Department and involves providing RFPs and sales pitch materials and presentations for attorneys. The proposal manager must be knowledgeable about legal terms and legal practice areas. Prior law firm experience is required. Candidates who have a law degree and strong writing skills are encouraged to apply. Duties of the job include:

- Drafting RFPs and sales pitch proposals for attorneys.
- Ensuring content on internal database is kept current with relevant proposal data.
- Writing and editing marketing material such as copy about areas of practice, capabilities of attorneys, and value-adds of the firm.
- Researching business development opportunities and communicating with attorneys in all offices of the firm.

Qualifications: Bachelor's degree required. JD a plus. 7+ years of experience in marketing or business development. Experience with writing proposals or responding to RFPs. Superior verbal and written communication skills. Proficient

with Microsoft Word, Excel, PowerPoint, and Outlook, with knowledge of InterAction, Proposal Generator, and SharePoint.

Practice Development Manager. Under the direction of the CMO, this position will work closely with firm lawyers and other marketing team members to support practice development initiatives firm-wide:

- Conducts research on firm prospects, clients, trends, and law firm competitors and develops recommendations to advance the firm's strategic goals.
- Ability to analyze data, create metrics, and provide recommendations on how to improve and grow marketing and business development efforts within specific practice groups.
- Actively participates in advocacy meetings and strategy sessions as they relate to marketing and business development initiatives.
- Advises and coaches lawyers on business development techniques and technology.
- Assists with the onboarding and integration of firm laterals.
- Some travel required.

Requirements: BA/BS in marketing/business or related field required. 3-5 years' marketing/business development experience in a professional services environment. Previous law firm experience and/or a JD a plus. Strong writing and presentation skills. Ability to multi-task and excel in a fast-paced environment. Strong communication and data analysis skills. Good interpersonal and organizational skills. Must work extremely well with technology.

Practice Development Manager – Emerging Companies. This position will focus on the representation of startups and venture capital firms in the technology, life sciences, and cleantech sectors world-wide. The practice leads companies from incorporation through to either an IPO or acquisition/sale and beyond. The firm is seeking an experienced professional services marketer with knowledge of the emerging company practice who can manage and lead the marketing/communications, business development, and practice administrative activities of the practice. As the lead BD professional for the practice group, you will help grow the practice into the premier global, full-service law firm for startups and venture capital firms world-wide. Working closely with the Practice Group Chairs (PGCs), you will help devise and implement strategic plans and work with multiple teams across the firm to execute the plans and achieve ongoing practice group goals. Roles and responsibilities include:

- Devising, executing, and overseeing the practice's internal and external strategic plans.
- Developing and implementing the practice's business development plans to include high-quality, client-focused, and/or lead-generation seminars, partnerships, sponsorships, conferences, roundtables, and direct email/mail programs to generate new business.
- Forecasting and outlining the practice's seminar, sponsorship, and event budget requirements, and maintaining the practice's business development budget on an annual basis.
- Tracking, maintaining, and growing the most effective partnerships, sponsorships, and programs.
- Staying abreast of all developments and trends within the practice group, including but not limited to all major new clients, team arrivals and departures, and key client-matter activity.
- Staying abreast of practice, industry, and regional market trends and developments and changes at competitor law firms.
- Developing and implementing client surveys and client teams as necessary to help partners effectively

maintain and grow key client relationships.

- Creating relevant reports and analyses for the PGCs, the practice group, and the business development team.
- Organizing and participating in regular PGC meetings or conference calls, annual practice group business meetings, parting meetings, and other key internal events.
- Assisting with the strategy and identification of lateral partners and associates.
- Liaising with Knowledge Management professionals on key initiatives, including the input and extraction of the practice's deal data in the Experience Database and Work Product Library and the respective annual Emerging Companies legal training programs for junior associates and mid to senior associates.
- Developing and maintaining marketing collateral, including on the firm's external website.
- Participating in the pitch development process for major, must-win and/or multi-office pitches and RFPs.

The successful Practice Development Manager — Emerging Companies has knowledge of core marketing principles and excellent leadership skills. He or she has the ability to undertake large, long-term projects and the ability to proofread and ensure accurate pitches, presentations, and database entries. This Manager should have a Bachelor's degree in marketing, business administration, or a related field. An MBA or Master's degree in a legal field is preferred. Additionally 4-7 years of marketing or relevant legal experience is desired.

Practice Development Manager (IP Litigation). The Practice Development Manager (PDM) is expected to provide significant practice and business development support to the firm's IP Litigation Practice Group. The PDM will be based in Washington DC and will work closely with the IP Litigation partners in all aspects of management of the legal services offerings of their practices and the practice group through the provision of marketing, business development, knowledge management, lateral attorney recruiting and integration, training, financial analysis, and logistical support. Responsibilities include designing, organizing, coordinating, and implementing initiatives in support of individual partners' business plans, and the practice group's and firm's strategic plans. In addition, the PDM will be tasked with monitoring, tracking, and updating strategic business and practice development initiatives, acting as a liaison to administrative functions regarding the practice group support needs; and contributing to the overall success of practice group performance. In all of these functions, the PDM will work closely with other members of the IP Litigation practice development team. The ideal candidate will have: experience in intellectual property and/or experience working in a large law firm; a positive, can-do attitude; strong organizational skills and attention to detail; and a willingness to pitch in and roll up their sleeves to help the practice group achieve its business objectives. Occasional travel may be necessary.

Specific Requirements: ESSENTIAL FUNCTIONS: (1) Become knowledgeable on the individual practices of each member of the IP Litigation practice group. (2) Assist Practice Group Leader (PGL) and practice group attorneys in the development, execution, and implementation of practice group strategic plans. (3) Design, coordinate, and implement business development initiatives working with practice group attorneys. (4) Work closely with the practice group attorneys to develop and promote areas of legal expertise, including, but not limited to, post-grant proceedings, ITC proceedings/Section 337, and patent, copyright, trade secret, trademark, and false advertising litigation. (5) Facilitate practice group marketing initiatives, including pitches, responses to RFPs, teleconferences, webinars, and client presentations. Identify external marketing opportunities, including speaking opportunities, sponsorships, conferences and writing opportunities working in conjunction with Communications and Events teams. Draft and maintain practice group marketing collateral material (e.g., brochures, bios, website description, and practice overviews and experience lists). (6) Assist PGL with the preparation of lateral partner sponsor memoranda. Coordinate on-boarding and integration

of lateral attorneys into practice group. (7) Prepare various legal ranking submissions. (8) Expand, enrich, and maintain internal practice group resources, including intranet site, experience database, forms, samples, and templates. Ensure training of new legal personnel in use of technology specific to practice group. (9) Update practice group members on services staff groups. (10) Assist with the design, organization, and implementation of practice group specific training programs in conjunction with practice group attorneys and professional development department. (11) Assist with analysis of practice group financial reports and metrics and manage practice group budget. (12) Plan and execute practice group events and partner meetings as well as internal social events, working closely with events team. (13) Manage other legal support personnel as they are added to the support structure.

Project Manager – Practice Support. The Practice Support Project Manager plans, executes, and finalizes electronic discovery and litigation support projects. In this capacity, the Practice Support Project Manager will:

- Manage practice support projects delivering project plans, workflows, assignments, schedules, budgets, and process improvement; acquire resources; and delegate tasks.
- Define and meet all client requirements to identify, preserve, collect, process, host review, and produce electronically stored information.
- Ensure quality control measures and standard procedures are consistently applied to projects, and oversee status reports and lead improvements.
- Provide advanced technical support and training in collaboration with legal teams, practice support groups, IT staff, and third-party vendors.
- Create training programs and materials.
- Perform work in an efficient and cost-effective manner so as to permit the firm to reasonably collect fees for such work.
- Work beyond scheduled hours as required, in particular at month end and year end.
- Handle additional related projects as necessary.

Qualifications: Expert proficiency in litigation support and electronic discovery software (Ringtail, Relativity, Concordance, Kroll Ontrack, Recomind). Expert proficiency in transcript management applications (LiveNote, Case Notebook, Opus 2 Magnum). Advanced to expert proficiency in imaging applications and data processing software (LAW, IPRO, Nuix, Equivio); early case assessment platforms (Clearwell); project management software (Microsoft Project); spreadsheet applications (Microsoft Excel); and database management systems (Microsoft Access). Advanced proficiency in trial presentation applications (Sanction, Trial Director, TrialMax); Windows Operating Systems network storage and archival technologies; and document management systems (WorkSite, NetDocuments). Expert knowledge of the life-cycle of litigation matters. Advanced to Expert knowledge of forensic collection; early case analysis and data assessment; and filtering concepts such as pivots and data clustering. Advanced knowledge of electronic discovery principles, best practices, and developments such as Sedona Conference Principles. Advanced knowledge of government agency electronic discovery requirements and protocols and of project management best practices.

Bachelor's degree (required). Advanced degree (preferred). JD (preferred). Certification in practice support, electronic discovery, or forensic software and processes. Project management professional certification (PMP). At least 5 years of experience in litigation support, electronic discovery, and project management. At least 5 years of professional services or law firm experience preferred.

Proposal Manager. The Proposal Manager is responsible for overseeing and managing the development of practice specific proposals and other marketing and business development materials. This hands-on position will play a key role in proposal development activities fully supporting the Client Relations team and leading the team through a winning proposal. Essential job responsibilities will include but are not limited to:

- Lead major (high-dollar, high-visibility) proposals/RFPs in designated practice areas.
- Actively collaborate with partners, the Client Relations department, and other key team members to develop clear, compelling, winning proposals. Pose questions that encourage a team to consider all aspects of the client's position, and draw out essential messaging.
- Develop, organize, and manage content for proposal documents and related collateral within the firm's proposal generator tool. Manage contribution process and maintain version control.
- Work with design to develop creative and information graphics. Provide overall quality control for all pursuit materials. Apply brand standards to proposals and presentations.
- Track all proposal information required to develop reports in firm database. Lead client feedback process in order to ensure it is obtained and noted.
- Participate in regular meetings to share best practices, information, problem solving, etc. Develop and present activity reports that summarize activity, success rate, and progress on initiatives.
- Engage with partners to resolve any conflicts and needs that might arise.
- Demonstrate robust project management skills.
- Perform other duties as assigned.
- This position requires some travel.

This position requires strong abilities in Microsoft Office applications, particularly PowerPoint, Word, and Excel. Candidates must be detail-oriented with excellent customer service skills and ability to prioritize. Requires a quasi-journalistic ability to quickly grasp specialist knowledge and then make it clear for external parties. Candidates are expected to have an intellectual curiosity and an ability to "get smart quick" on a wide variety of topics. Must have excellent communication skills, both oral and written, and experience and foresight to anticipate potential issues and devise contingency plans. The ideal candidate will have an ability to work with all levels of personnel and diplomatically interact with difficult personalities. Must be a successful team player and will have an ability to prioritize and multi-task within a fast-paced, challenging, and deadline-driven environment. General understanding of the business of law preferred. Requires a Bachelor's degree and a minimum of 5 years of marketing experience in professional services, or equivalent. Law firm experience beneficial. MBA or JD a plus, but not required.

Publications Manager. The candidate must be a labor and employment attorney with at least 5 years of experience who no longer wishes to practice law, but wants to contribute to a law firm's success through creative writing and editing of publications that include, but are not limited to, subject matter booklets, state law guides, newsletters, legal alerts, website posts, blog posts, and other publications as needed.

- The Publications Manager is responsible for editing at least 8 monthly or quarterly newsletters and writing original material for legal alerts, newsletters, and other print and online publications.
- The Publications Manager must daily monitor various legal and business online news sources to stay current with new developments in labor, employment, employee benefits, and immigration law such as new legislation, regulations, court rulings, and the like.
- The Publications Manager reports to the Chief Marketing Officer and works closely with Practice Group Leaders,

other attorneys, and the Marketing Department.

- Duties of the position include identifying topics for newsletters, legal alerts, legal subject matter booklets, and other publications; writing original content for the firm's vast array of print and online publications; arranging for attorneys to contribute content to the firm's publications; editing all firm print and online publications; and monitoring and updating subscriber lists using InterAction.

The Publications Manager position requires at least 5 years of experience as a labor and employment attorney. Candidates must be self-motivated (able to work independently), very organized, possess excellent writing and communications skills, and be detail-oriented. Must be able to write clearly and concisely; must be able to manage multiple projects simultaneously and work collaboratively with a wide variety of people. Must have a thorough knowledge of Word and InterAction (or other CRM system). The position requires a JD. The position does not require travel.

Senior Client Relations Manager. The successful candidate will be responsible for overseeing the marketing and business development efforts of the Litigation practice group, increasing visibility, awareness, and business opportunity coordination between all lawyers in the Litigation practice group and supervising Client Relations managers, and providing support to those colleagues in other practices toward the same goals. Primary job responsibilities will be to:

- Become a subject matter expert for all assigned Practice and/or Industry Groups.
- Build and sustain "trusted adviser" relationships with lawyers. Develop and execute plans in conjunction with, and in support of, the firm's business planning processes.
- Identify and execute strategic marketing initiatives and evaluate ROI.
- Develop and execute targeting initiatives to increase business and cross-selling capabilities within internal and external marketplaces.
- Develop proposal strategy and work with proposals team to produce content and provide subject matter expertise to proposal team in large, interdisciplinary efforts.
- Coordinate the procurement of relevant research and competitive intelligence to office, practice, and industry groups to inform business and marketing planning.
- Coordinate with public relations team responses to practice and industry group related surveys and nominations and earn media opportunities.

Must be detail-oriented with excellent customer service and organization skills and the ability to effectively prioritize tasks. Ability to manage large and small programs independently and in teams. Ability to work with all levels of personnel diplomatically. Excellent communication skills, both oral and written. Problem solver. Successful team player. Strong people skills. Skilled in Microsoft Office applications including Excel, PowerPoint, Outlook and Word. Some travel is required. Bachelor's degree and a minimum of 8 years of marketing in professional services required. Minimum 3 years of supervisory experience required. Am Law 100 Law firm experience beneficial; MBA or JD preferred. Experience working in litigation is preferred.

Senior Manager of Risk Management. The ideal candidate will be flexible in a collaborative environment and develop creative solutions to fixing problems. In addition, the candidate should be able to change focus or direction as needed for firm value creation in the areas of technical expertise and functionality. Responsibilities:

- Ensure that the Conflicts and Intake and the Calendar teams process requests accurately, thoroughly, and promptly.
- Accountable for analysis of productivity data and workflow lag times and for proposals to improve these.
- Accountable for making sure that both the Calendar team and the Conflicts and Intake team function well, including exhibiting excellent performance, team member engagement, succession planning, and appropriate training and development.
- Accountable for ideas for intra-departmental and cross-functional improvements in operations or processes.
- Accountable for making sure that the conflicts, intake, and calendar software systems are operating to expectations, and that malfunctions and other problems are avoided or corrected quickly if unavoidable.

Qualifications: JD required. 2+ years of relevant experience with a large law firm. Demonstrated proficiency with Elite or other new business intake and conflicts tools. Demonstrated ability to clear conflicts of interest, including drafting specific and advance waivers and ethics screens. Demonstrated ability to identify unwaivable conflicts. Superior verbal and written communication skills. Effective team leader who supports the best interests of the firm.

LEGAL BUSINESSES

Advisory Lead. This position will be part of a new Contracts Transformation Advisory Team. The Advisory Lead will leverage and institutionalize the company’s deep expertise in this discipline, while creating more standardized methodologies and advisory frameworks to effectively and efficiently lead clients through the analysis stage. This position is ideal for someone with an entrepreneurial mindset, goal orientation, and a demonstrated pattern of strong relationship and consulting skills, and innovative problem solving skills. We are looking for a self-starter who is highly credible with senior client executives, playing a “trusted advisor” role to clients. In addition, the ideal candidate will have solid business acumen and a strong orientation toward understanding and improving business processes.

Required knowledge, skills, and abilities:

- 10+ years of successful experience in a professional services/consulting firm, progressively executing and leading relevant advisory engagements and practices.
- Direct expertise in legal services consulting/advisory roles, either through tenure with a consultancy or with in-house legal services functions.
- Mix of sales/client development skills with hands-on passion for successfully overseeing and executing consulting engagements (delivery)). Strong client presence; track record of building trusted advisory relationships at senior levels (General Counsel, CFO, LOB leaders, Global Sales, and Sales Operations heads).
- High energy, high intellect, and demonstrated thought leadership — developing consulting methodologies, frameworks, quantitative assessment tools, benchmarks, etc.
- Alignment with company’s mission and strategy to transform the legal services industry — the desired end-game is to grow the overall business with the advisory function as a key growth enabler.
- Cultural fit within a highly entrepreneurial environment.
- Bachelor’s degree required. JD/MBA preferred.

Attorney Search Director. The Attorney Search Director will work directly with hiring partners and in-house legal teams; manage the recruiting process for multiple clients; recruit top legal professionals for open positions; make sales calls to secure new legal positions; and attend client meetings. This is a unique opportunity for lawyers who no

longer want to practice law but would like to remain entrenched in the legal community. This role will work closely with decision-makers, hiring partners, and corporate legal teams. Qualifications: JD required (with lawyers who have practiced in this state strongly encouraged to apply). Sales and/or entrepreneurial experience preferred. Ability to make cold calls. Knowledge of social media platforms. Strong communication and organizational skills. Ability to effectively manage multiple high-priority matters.

Director of Litigation and Case Management. Lead a team of legal specialists. Must be highly motivated and have the ability to multi-task. Essential duties include managing a team of legal professionals; overseeing the company's defensive litigation matters handled by outside counsel; overseeing third-party mortgage and servicing litigation matters handled by outside counsel; and other legal matters. To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** — Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
- **Customer Service** — Manages difficult or emotional customer situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.
- **Interpersonal** — Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things.
- **Oral Communications** — Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.
- **Team Work** — Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed. Recognizes accomplishments of other team members.
- **Delegation** — Delegates work assignments. Matches the responsibility to the person. Gives authority to work independently. Sets expectations and monitors delegated activities. Provides recognition for results.
- **Leadership** — Exhibits confidence in self and others. Inspires and motivates others to perform well. Effectively influences actions and opinions of others. Inspires respect and trust. Accepts feedback from others. Provides vision and inspiration to peers and subordinates. Gives appropriate recognition to others. Displays passion and optimism. Mobilizes others to fulfill the vision.
- **Managing People** — Includes staff in planning, decision-making, facilitating, and process improvement. Takes responsibility for subordinates' activities. Makes self available to staff. Provides regular performance feedback. Develops subordinates' skills and encourages growth. Solicits and applies customer feedback (internal and external). Fosters quality focus in others. Improves processes, products, and services. Continually works to improve supervisory skills.
- **Quality Management** — Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.
- **Diversity** — Demonstrates knowledge of EEO policy. Shows respect and sensitivity for cultural differences. Educates others on the value of diversity. Promotes a harassment-free environment. Builds a diverse workforce.
- **Ethics** — Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and

ethically. Upholds organization values.

- Adaptability — Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- Dependability — Follows instructions and responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative — Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.
- Innovation — Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others' attention.
- Judgment — Displays a willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.
- Planning/Organizing — Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives.
- Professionalism — Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.
- Quality — Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

JD required. License to practice law in this state helpful. 5+ years' related experience (litigation, mortgage, and compliance). Knowledge of Microsoft Office and other applicable technologies.

Discovery Practice Manager. This is an operational role reporting to the Marketplace Directors responsible for the office in which the Discovery Practice Manager (DPM) works. This position is responsible for providing management of large or particularly complex reviews, and supervision of the management of smaller or less complex reviews managed by a Discovery Practice Associate (DPA). Performance evaluation for the position will be tied to review efficiency. Primary responsibilities include:

- Review Team Management — responsible for management of large or particularly complex reviews while supervising DPA's direct management of small or less complex reviews. DPMs will be accountable for first pass, review management, and quality control of all reviews for which they are directly or indirectly managing through the DPA team. A DPM will be capable of managing up to 6 reviews at any given time with appropriate DPA support.
- Coordination of Review Efforts — assist Discovery Practice Directors and Marketplace Directors in allocating review resources while ensuring that all cases are appropriately staffed and managed.
- Creation of Review Documentation — responsible for creating initial drafts of review documentation, including guidelines, assignment sheets, and associated materials.
- Client Service — act as primary client contact on reviews with respect to written and verbal communications. Participation in client maintenance and outreach efforts as appropriate.

- Subject-matter Expertise — responsible for overall management of the substantive review processing, including directing substantive inquiries from the review team and feedback from outside counsel, thereby serving as conduit for transfer of information between review team and outside counsel.

JD required. Admission to and in good standing in a state bar required. Minimum of 3 years' experience as associate with law firm or comparable e-discovery experience. Strong communication skills, with emphasis on writing and client communication. Proficiency in team management.

Fulfillment Associate. The Fulfillment Associate is accountable for understanding our clients' needs, outlining the scope of their needs and requirements, and matching these against the skills and expertise of our attorneys. The Fulfillment Associate plays a critical role and has a direct and immediate impact in realizing revenue for the [city] office. Responsibilities include:

- Fulfillment of Client Matters — participate with sales team in client intake calls to understand client requirements; identify attorneys who effectively meet the requirements of the client's needs and create a short-list accordingly; work with the recruiting team to communicate business needs and drive matter-specific recruitment efforts; identify creative or alternative solutions for filing the client's open matter when traditional routes may not be effective; gauge and generate interest of attorneys in the related open matters through high-impact presentations and conversations; submit attorneys to clients for review and gather feedback; upon selection of attorney, help manage the contract process with the client.
- Attorney Management — prepare attorneys for interviews with the client; before engagements begin, ensure attorneys are provided with detailed information on the engagement and are well-positioned to succeed in the engagement.
- Analyzing and Managing Against Attorney Demand — develop a deep understanding of the skills, practice areas, seniority, and industry experience of the attorneys within assigned practice; identify attorney demand trends based on open matters and fill rate; interpret the trends to determine whether action is required to further develop our bench of attorneys, which may include external recruiting; partner with attorney recruitment team to identify skills gaps in current attorney bench to create targeted recruitment campaigns; interview and assess candidates against skills requirements and client cultures.

Required Knowledge, Skills, and Abilities: 2+ years of legal recruiting experience within a law firm, recruitment agency, or corporate in-house environment, inside sales experience, engagement fulfillment experience from a top-tier consulting firm, or other relevant experience. Experience in the life sciences or technology industries is desirable though not required. Highly persuasive verbal communication skills; high-impact presentation skills. Sense of urgency, hunger, and drive/commitment to closing client opportunities. Ability to effectively assess candidate skills and interests to meet requirements. Poise, confidence, and maturity to interact with senior level, highly experienced attorneys, and/or clients. Critical thinking and creative problem solving skills. Bachelor's degree from a top-tier university. JD preferred.

HIGHER EDUCATION

Compliance Officer — Title IX Coordinator. Responsible for directing the safety and security programs of the university's campus communities in compliance with federal regulations (e.g., Title IX, VAWA, Clery Act) and security standards. Serves as the Title IX Coordinator for the university. Manages the campus safety and security department and staff. Leads related training and prevention initiatives for optimal compliance, safety, and security of the campus

communities. Essential functions.

- Develop, implement, and/or administer safety and security programs and training (e.g., Title IX, parking, weather related, fire, medical, emergency response team) to effectively safeguard the physical facility, students, faculty, staff, residents, and visitors.
- Responsible for achieving the compliance standards for assigned regulations and statutes, including but not limited to Title IX, VAWA, Campus SaVE Act, and Clery Act.
- Serve as the Title IX Coordinator for the university and oversee respective training and prevention initiatives for students, employees, and investigators.
- Works with Deputy Title IX Coordinator(s) and Title IX Investigators to ensure compliance and effective management of investigations.
- Ensure related complaints and/or incidents are appropriately addressed, managed, and/or investigated.
- Oversee day-to-day operations of the campus safety and security department including, but not limited to, budget preparation and management, scheduling of staff, uniforms, recruitment, retention, and performance.
- Provide supervision and leadership to assigned staff necessary for optimal proficiency, morale, and professionalism. Ensure training needs of the department personnel are current and relevant for maximum effectiveness.
- Effectively communicate with assigned staff, departments, administration, and constituents.
- Serve as liaison to local, state, federal, and/or law enforcement agencies concerning safety, security, or law enforcement issues.
- Monitor changes in legislation, laws, ordinances, and rules. Create and adjust internal processes as necessary to remain in compliance.
- Ensure related university policies (employee and student) are appropriate updated and developed.
- Oversee and complete related federal data collection and/or reporting (e.g., Title IX, Clery).
- Serve as a resource for students, faculty, and staff in prevention and compliance efforts.
- Participate in meetings (internal and/or external) as appropriate or necessary.
- Performs additional job-related duties as assigned.

Requirements: Master's degree in related field. JD preferred. At least 5 years of professional related experience. Previous work experience in higher education preferred. Experience conducting internal investigations required. Previous supervisory experience preferred. Highly effective communication and interpersonal skills. Effective problem solving and analytical skills. Proven ability to successfully manage multiple projects and responsibilities. Ability to work a flexible schedule that may include evenings and weekends. Affinity with the overall mission of the university. Must be able to possess a valid driver's license. Must be able to successfully pass required background check and/or drug screenings as appropriate.

Contracts Associate. The Contracts Associate reviews, negotiates, and drafts clinical trial contracts and confidentiality/disclosure agreements as assigned, in accordance with models/master agreements and School of Medicine policies. Review final agreements against negotiated changes; independently work on contracts, along with other types of sponsored awards, subcontracts, and cooperative agreements, as needed. Review contracts for completeness and compliance. Participate in the training/guidance of school and health system staff and faculty in clinical research compliance, clinical research systems, and administration. Assist senior staff in negotiations, drafting, and processing of clinical trial agreements and confidential disclosure agreements. Bachelor's degree in related

discipline required. 3 years' experience with drafting and negotiation of research-related documents in a sponsored research environment or similar contracting activities at a university, state/federal agency, or similar environment, is required. Additional experience and/or education preferred, especially related to clinical trials, sponsored research, contracting, and/or regulatory compliance. JD may substitute for experience. Successful candidates must be very organized, bright, able to spot legal issues, and able to work both independently and as part of a team. Experience and references should demonstrate past performance effectiveness. Must be self-confident, articulate, and oriented to assisting the faculty to succeed.

Contracts Manager. The Contracts Manager for Residential & Dining Enterprises (an auxiliary organization at a university) is a critical position that drafts, administers, and manages R&DE's contract management program. The position reports to the Associate Director for Vendor Management & Contracts (VM&C) within R&DE and must have technical expertise and the ability to exercise independent judgment in the management of vendor and contract administration, policy development and implementation, contract drafting, purchasing activities, and related activities of a large and multi-disciplinary purchasing program. The hands-on manager may supervise other staff members and works collaboratively with R&DE business units, University Procurement, and other relevant key stakeholders to develop appropriate and advantageous contract agreements for the procurement of relevant products and services. In addition to drafting and administering contracts for the many services provided to R&DE operations, this position is responsible for sourcing, bid walks, negotiations, and comprehensive documentation to facilitate small and large contracts which in the aggregate are over \$50 million each year. The position's performance evaluation is based on a combination of team success and individual accomplishment. Essential job functions: planning and collaboration (15%); specifications (5%); sourcing, analysis, and selection (30%); documentation, contract drafting, requisition processing (25%); contract management, tracking, and coordination and vendor relations (15%); staff management (10%).

Qualifications: Bachelor's of Science in business administration, contract administration, finance, or related field; MBA, JD, or other advanced degree desired. Minimum 5 years and demonstrated proficiency in a broad range of functional assignments and proven skills in proposal preparation, negotiations, and administration of contracts and other contract specialties. Sufficient prior experience in construction, hospitality, technical and professional services contracts strongly preferred. Solid knowledge of procurement and contract laws and regulations. Computer literacy is mandatory, including advanced knowledge of Microsoft Office Suite. Ability to work as a team lead with all levels of staff, delegate work, and set priorities; meets deadlines and works independently with a minimum of supervision. Proven ability to prepare and support preparation of proposals, agreements, and complete cost estimates and pricing. Strong customer interface skills, excellent problem solving, and excellent communication skills, both written and verbal. Desired skills include strong experience with university's business policies, practices, operations, and business systems. Willingness and aptitude in acquiring additional technical knowledge both personally and as required for growth of the department. Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender register search, and, where applicable, a credit check and/or driving record check.

Director of Contract Administration. This position in the Office of Procurement Services specifically supports the mission of the university by developing, implementing, and managing the plans and solutions for the university's contract management processes and procedures, including the new contract management software. A full position description may be found on the university's website. Qualifications: Bachelor's degree and 5 years of relevant work experience. A JD is strongly preferred.

Director of Human Resources and Affirmative Action. A Director of Human Resources and Affirmative Action is sought who is a visionary leader with strong executive presence; a strong communicator, collaborator, and relationships builder; a diplomatic negotiator with strong management skills; a powerful advocate for affirmative action and diversity; and a strong professional able to accurately and quickly assess personnel and compliance issues and provide guidance based on best practices and federal and state law. The Director reports to the Vice Chancellor for Administrative Services for all human resources functions and reports to the Assistant Chancellor for Diversity and Inclusion for affirmative action, ADA, Violence Against Women Act, and Title IX responsibilities. The Director is responsible for planning, developing, implementing, directing, and administering all aspects of the university's human resources and affirmative action functions within the structure of the university system and as a state agency in [state].

The person hired into this position will participate as an active member in the leadership of the university, university-wide groups, and university-system groups, and will work effectively with students, faculty, staff, and others to advance the university's mission and goals. Applications are sought from professionals with a commitment to customer service; demonstrated expertise in human resources/affirmative action best practices and knowledge of federal laws and regulations governing these areas with the ability to interpret them as they apply to the university. Essential characteristics include the ability to build bridges; support executive-level decision-making on human resource and affirmative action issues; act as an advisor to the university leadership team; develop and administer policies, procedures, budgets, and operational plans; effectively manage organizational change; effectively manage and develop a team with various skill sets; and coordinate, supervise, and evaluate the activities of staff. Responsibilities:

- Oversee the Office of Human Resources, whose duties include: recruitment of all faculty and staff positions at the university; payroll, benefits, workers compensation, and leave reporting; affirmative action and EEO programs; performance management; professional development programs; direct Title IX and Violence Against Women Act programs for the institution; compliance with ADA and Section 504 of the Rehabilitation Act of 1973 (as amended).
- Provide consultation and guidance to all levels of administration, faculty, and staff concerning human resource and affirmative action matters with a high degree of confidentiality, integrity, and judgment.
- Establish and maintain effective working relationships, including open and collaborative communication channels, with employees, academic departments, administrative offices, university representatives, public officials, and others.
- Promote and ensure a highly functioning, customer-focused, solutions-oriented department.
- Develop, recommend, implement, and administer comprehensive policies, procedures, goals, objectives, and standards regarding human resources and affirmative action.
- Develop the annual budget and review and monitor the budget throughout the fiscal year to ensure appropriate expenditure of funds.
- Develop multi-year human resource development plans as directed by the Vice Chancellor for Administrative Services.
- Actively participate in and provide leadership in the university system and state-wide human resource and affirmative action initiatives.
- Prepare detailed and comprehensive written and oral reports and recommendations. Make presentations to the administration, appropriate student, faculty, and academic staff governance groups, committees, boards, and other departments and staff as needed.
- Ensure compliance with applicable existing and future state and federal laws, guidance, directives, and letters.

- Perform duties and responsibilities in a positive and professional manner; communicate with others in a professional and collaborative fashion.
- Comply with all administrative directives, university policies, state laws, and federal regulations.
- Perform other duties as assigned.

Qualifications: Minimum qualifications include a Master’s degree from an accredited university; progressive management experience in a business, higher education, or related field; excellent interpersonal communications skills including listening, speaking, and writing; and proven experience in and personal commitment to equity, diversity, and inclusiveness. The most qualified candidates will also have an advanced degree in a relevant field — for example, a Master’s degree in human resources, business management, public administration, or a related field, or a JD with human resources experience. Licensure to practice in this state is not necessary. Senior-level management experience in full-service human resources offices. Leadership experience. Experience working in higher education. Knowledge of human resources information systems, web technology, and database applications. Working knowledge of and ability to interpret and apply federal and state laws and regulations including Affirmative Action, ADA, VAWA, and Title IX. A collaborative, team-oriented style and the ability to develop solid collaborative relationships with a diverse group of campus constituents including faculty, staff, and students. Proven record of personal integrity and ethical management.

Director of Law School Communications. The Director of Law School Communications is responsible for the communications strategy of the law school from conceptualization to execution, with the aim of enhancing the law school’s visibility across a variety of mediums and for a variety of audiences. As an integral part of the Law Dean’s senior management team, the Director works closely with the Dean of the Law School and other senior management team members to conceptualize, strategize, and oversee the execution of every aspect of the law school’s communication efforts, including web development and content operations, social media strategy, and all promotional materials. Duties include supervising a writer, web editor, and numerous part-time student assistants.

Qualifications: Knowledge of and experience with project management concepts and practices. Strong analytical and problem-solving skills. Strong organizational skills. Experience in communications, including social media and web development. Outstanding drafting skills and reporter-like instincts for seeking out and developing stories. Excellent verbal and written communication skills. High standards for accuracy and attention to detail. Ability to balance a variety of tasks with a high degree of competency and accuracy. Working knowledge of analytics and various computer software specific to communications and website design. Bachelor’s degree with 5 years’ experience, or, in the alternative, at least 10 years’ experience in a communications related field is required. A Master’s of Law degree is preferred.

Director of Social Equity/Title IX Coordinator. The Director assists the university in the creation of a campus environment that values individual differences and works with the President and her executive team to develop a culture in which students, faculty, and staff of the university can learn and work in an atmosphere that maximizes their opportunity to succeed. The Director will work to resolve complaints of alleged harassment and discrimination, as well as issues concerning disabilities, gender equity, and other related issues and concerns. The Director serves as the university’s chief diversity officer. Responsibilities:

- Communicate and coordinate with university leadership: Work with and advise the President, Provost, Deans, and Vice Presidents to ensure that university leadership has an integral role in upholding diversity and inclusion goals and strategies.
- Serve as the university’s Title IX Coordinator: Conduct training for all constituencies on campus regarding their

role in preventing sexual violence and harassment; receive and coordinate the response to all complaints of sexual violence or harassment; and ensure compliance with all aspects of Title IX statutory and regulatory obligations.

- Investigate and resolve all complaints of discrimination and harassment: Receive all complaints alleging discrimination and harassment of any kind. Investigate all complaints of discrimination and harassment, and write concise investigation reports addressing the allegations.
- Ensure equity compliance: Oversee the university's compliance with relevant federal and state laws and regulations pertaining to AA/EO, such as the ADA and university policies on civil rights, equal opportunity, and access.
- Update and coordinate the university Affirmation Action Plan as guided by Title VII voluntary affirmative action guidance.
- Develop and coordinate the implementation of university policies and procedures related to social equity and diversity. As appropriate, recommend revisions to current policies or the development of new policies, as appropriate, that support the university's diversity and inclusion efforts.
- Serve as Right to Know Law Officer: Serve as the university's Open Records Officer under the state's Right to Know Law.
- Facilitate communication internally and externally on equity issues.
- Oversee the development of programming and training to raise campus awareness of social equity issues: Oversee the social equity and AA/EO components of the instructional and non-instructional employment processes of the university to assure compliance with applicable laws, regulations, and the university's Affirmative Action Plan and the University's Social Equity Plan.
- Provide educational information and advice to university search committees.
- Serve as the university liaison to various university groups and/or committees involved in advancing the awareness of diversity issues.
- Connect with relevant external agencies, groups, and organizations, as appropriate, to expand the university's presence and assist the university in achieving its social equity goals with respect to faculty, staff, and student recruitment and retention.
- Consult with and advise academic and support departments on diverse outreach and recruitment strategies, as well as advise search committees on policies and procedures regarding social equity issues.
- Coordinate and/or oversee, as appropriate, the approved recommendations of university committees, councils, task forces, etc., relating to social equity issues.
- Provide advice and counsel to various university employees regarding diversity issues.
- Work with the State System: Collaborate with the State System of Higher Education legal counsel and Labor Relations staff, as appropriate. Collaborate with the State System chief diversity officer on diversity programs and other initiatives appropriate. Serve as liaison to the System Office for the Fraud, Waste and Abuse hotline.
- Other duties that may be assigned by the university President.

JD or Master's degree required from a regionally accredited institution. Professional experience with employment discrimination issues preferred. Ability to provide leadership and direction, to express ideas clearly and concisely, to communicate very effectively orally and in writing, and to work collaboratively. Higher education experience preferred. Professional experience with employment discrimination issues preferred.

Employee Relations Consultant. This university position involves the design and administration of programs, procedures, and plans related to employee workplace issues such as conduct, discipline, investigations, performance, communications, campus policies, and procedures. Uses employee relations concepts and applies campus policies and procedures to resolve a variety of employee relations issues and situations, and to reduce risk to the organization. Works in collaboration with other functional areas of human resources and with key stakeholders.

High-caliber technical leader who provides guidance to all levels within the organization, utilizing specialized human resources and employee relations expertise within area of responsibility including but not limited to resolving questions, concerns, and grievances for a large, complex group of employees in creative and effective ways, handling investigations, providing advice on performance management and organizational and operational effectiveness. Internal and external contacts often pertain to significant employee relations programs and objectives. Normally receives little direction on assignments. May serve in a lead capacity, providing guidance to other employee relations professionals, stakeholders, and departments. Responsibilities:

- Applies advanced human resources and employee relation-specific concepts and skills to investigate formal and informal employee complaints and develops recommendations on the campus's response.
- Assist internal and external clients by providing competent and well-researched answers in a rapid fashion.
- High level of customer service, which includes providing responses in a timely manner.
- Responsible for keeping metrics for all transactions.
- Ability to respond to issues in writing and draft detailed reports that can withstand scrutiny.
- Exceptional customer service skills and the ability to gather unrefined business requirements from multiple sources and formulate and deliver an impactful solution in a timely manner.
- Respond to policy inquiries including drafting implementation procedures and obtain comment from internal and external bodies; ability to draft meaningful correspondence to a larger campus body in a clear, concise, and timely manner.
- Manages sensitive and confidential information in an appropriate manner.
- Project manage key projects as necessary.
- Provides training including designing training for and to the campus in performance management (e.g., performance appraisals, objectives and standards, and coaching); leads new hire orientation as needed.
- Ensures that legal, policy, and regulatory requirements are met in terms of employee relations to minimize exposure to liability for the campus. Responds to employee relations issues according to state and federal laws and union/labor contracts.
- Provides advice and counsel to the campus in person, by telephone, and by email, on such issues as performance management, complex organizational changes, workplace climate, and other related areas. Ability to provide sound interpretations of university policies, protocols, and procedures.
- Prioritizes work assignments, adapts to changing priorities, and conducts complex and varied analysis and develops resulting recommendations. Handles other job duties as requested.

Required qualifications: Advanced knowledge of campus policies and understands how work impacts other areas in human resources and the campus. Advanced knowledge of employee relations practices and programs; applicable state and federal laws and regulations; and union/labor contracts. Has highly developed skills associated with conflict resolution. Effective written and oral communication skills. Organizational, analytical, and problem-solving skills. Has the ability to investigate complex cases and draft corresponding reports. Ability to research policy issues and provide thoughtful well-drafted responses. Ability to project manage initiatives to aid departments in their goals and objectives.

Demonstrated success in administering performance management systems and mentoring managers on the process of evaluating performance. Experience in communicating and building relationships with senior and executive leaders. Demonstrable understanding of business requirements, industry trends, and human resource-related best practices. Demonstrates skills and abilities in leading management in areas of conflict and change management. Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively. Experience directing the strategic and tactical efforts of multi-disciplined, matrix, and/or virtual teams on large, complex, HR-related projects. Ability to work effectively in a virtual team environment. Expertise in developing innovative human resource solutions. Business strategy development; senior leadership partnership and coaching; and change management, focused on shifts to culture, leadership, and management requirements. Highly customer service centric. Excellent consulting and project management skills. Track record of credible transformation-centric business partnership and change leadership. Demonstrated success in establishing business relationships as advisor, source of judgment, and expertise. Expertise to identify and drive HR solutions aligned to business strategy. Effective pacing prioritization and sequencing of work. Intuitive conceptual systems-focused thinker. Data-oriented decision maker. Courage to propose solutions others are reluctant to address and act in the face of resistance in the best interests of the campus, staff, and related parties. Organizational navigation and political savvy.

Preferred qualification: JD or Master's degree in HR or related field. 7-10 years of progressive human resources experience. A deep understanding of the university system's policies and practices. Solid Excel and Word experience. Ability to provide meaningful metrics. Exceptional writing and drafting skills including report writing. Exceptional verbal skills.

Senior Associate Director, Gift Planning. This position is located in the university's Alumni Relations and Development Department. The Senior Associate Director, Gift Planning, promotes, solicits, facilitates, documents, and stewards planned gifts. The Senior Associate Director prepares descriptive explanations of planned giving arrangements and quantitative proposals and projections related to them for donors, potential donors, and professional advisors. Responsibilities:

- Strategic planning: Meets with leadership and key faculty and staff and recommends changes and improvements to better meet organizational, client, and donor needs and objectives. Translates goals into action plans and executes on the plan.
- Collaboration: Involves high level of collaboration with both internal colleagues and broader university partners to identify common goals and develop and execute strategies to increase integration. Will serve as liaison to 3-4 schools and units within the university. Will work closely with major gift officers assigned to geographic regions. Will collaborate with various ARD teams, such as Principal Gifts, Major Gifts, Reunions, and Schools and Units. Will collaborate with deans and/or faculty to develop philanthropic strategies.
- Events: Attends Gift Planning-specific and other university events as needed.
- Administration: Develops and maintains significant expertise in the areas of planned giving, including tax and estate planning issues. Assures that gifts are in compliance with internal policies and all applicable laws. Records and reports on all contacts, proposals, and strategies in development database. May facilitate trainings on technical aspects of gift planning to frontline fundraisers. May draft technical explanations for fundraisers and/or donors.
- Supervisory: Provides training to staff within and outside of immediate department or division in regard to function. Performs other duties as required or assigned.

Minimum qualifications: A Bachelor's degree or 2 years' equivalent experience in development function. 6 years' experience working with trusts, estates, and other estate planning products such as life insurance plans and commercial annuities is required. This experience can be within a university setting, other not-for-profit, or in the private sector. Private sector experience in banking, trust companies, or accounting firms is very relevant. Team leadership, curiosity and analytical thinking, global/organizational perspective, complex problem solving, ability to work in fast-paced environments.

Preferred qualifications: JD preferred. At least 1 year of gift planning experience.

Title IX and College Compliance Officer. Brief description of duties:

- Institutional Monitoring & Compliance Assurance: Support college-wide efforts to ensure compliance with statutory and regulatory requirements as they relate to anti-discrimination laws and policies. Coordinates and monitors Title IX efforts of the Deputy Coordinators and college offices that receive and/or investigate complaints. Meets/communicates with complainants to provide information regarding available resources and reporting and resolution options, and responds appropriately. May serve as the primary investigator of a complaint. Provides collaborative oversight to the Title IX compliance in relation to intercollegiate athletics. Coordinates a Title IX representatives group which meets regularly to discuss specific complaints. Facilitates a work group which meets regularly to develop and implement a long-term vision for enhancing campus climate in the context of college-wide programs, services, education, and assessment of Title IX programs and prevention efforts, including but not limited to sexual harassment and sexual violence, dating and intimate partner violence, domestic violence, and stalking for students, faculty, and staff.
- Education and Programming: Provides leadership in the coordination and delivery of college-wide education, training, and outreach programming related to Title IX, VAWA, Campus SaVE, and the Clery Act in collaboration with other university departments. Provides training to the Deputy Title IX Coordinators in their efforts to coordinate and monitor Title IX activities. Prepares and disseminates educational materials, both hard-copy and web-based, that inform members of the campus community of Title IX rights and responsibilities, grievance process, and reporting obligations.
- Reporting: Prepares annual reports for the campus community on the incidence of sexual harassment or other Title IX matters as appropriate. Administers annual climate assessment with consultative support from other departments. Organizes and maintains summaries of grievance files, disposition/investigation reports, and other records regarding complaints of sexual harassment and other discriminatory practices, including annual reports of number and nature of filed complaints and disposition of complaints. Works collaboratively with University Policy and Student Conduct to develop the Campus Safety Report in compliance with the Clery Act.
- Advisory Functions to the College President and Other College Officials: Provides ongoing consultation regarding Title IX requirements, grievance issues, and compliance programs to the President and other college officials as appropriate. May assist in the resolution of complex harassment and discrimination cases in conjunction with the University Counsel, Human Resources, or Student Conduct. Advises and collaborates with college leadership on the status of initiatives, case management trends, challenges, and resource needs.

Required Qualifications: Master's degree from a regionally accredited college or university. Professional work experience in legal, regulatory, student conduct, and/or federal and state compliance. Human resources (employee relations or EEO/AA), Title IX compliance, or sexual violence investigation or prevention. Demonstrated ability to use discretion, good judgment, and maintain confidentiality. Demonstrated ability to communicate effectively (including interpersonal,

oral, and written). Strong conflict resolution and/or negotiation skills and experience. Ability to work independently. Ability to work independently. Ability to build relationships and work collaboratively in a highly consultative campus community. Demonstrated effectiveness working with a diverse population.

Preferred Qualifications: JD or PhD in higher education or related fields. Experience in workshop facilitation and training professional staff. Investigative experience in such areas as student conduct, safety/security, EEO/AA, human resources, or other related field. Experience working in higher education. Experience working on Title IX compliance, sexual violence investigation or prevention.

Title IX Coordinator. The college's Title IX Coordinator is responsible for overseeing the college's Title IX compliance, education, and outreach efforts. In carrying out the key duties and responsibilities described, the Title IX Coordinator interacts and collaborates with many groups and offices on campus to ensure compliance and to build relationships that serve as the foundation for cooperation and open dialogue with and among the diverse groups of campus constituents. The Title IX Coordinator plays a key role in the college's collective efforts to build and maintain an even safer and more gender-equitable climate for all members of the community. The position reports to the President of the college. The position supervises members of the staff of the Office of Title IX Programs and Compliance and Deputy Title IX Coordinators, as may be appointed on campus.

- **Education and Prevention:** Providing information to students and employees regarding their Title IX rights and responsibilities, including information about the resources available on and off campus; leading and supporting campus initiatives and Title IX education and sexual violence prevention efforts designed to prevent and remediate gender and sex discrimination and collaborating with students, faculty, and staff working on sexual violence prevention efforts on campus; conducting, overseeing, or coordinating training for students and employees about Title IX, the role and responsibilities of the Title IX Coordinator and members of the Title IX team, how to report sexual misconduct, the college's nondiscrimination policies and procedures, including its policies prohibiting sexual misconduct, the investigation and resolution process for complaints filed under the Sexual Misconduct Policy and conducting or overseeing training for investigators, hearing boards, and appeal officers; and communicating regularly with students, faculty, and staff through public reports and forums about Title IX Office activities and initiatives.
- **Compliance with Policies and the Law:** Ensuring that the college's Title IX policies, procedures, and practices are in compliance with Title IX, regulations, agency guidance, other laws and rules related to sexual misconduct on campus; ensuring that complaints, reports, and investigations of sexual misconduct are handled in accordance with college policy and through prompt, consistent, and equitable practices and standards and assuring compliance with sanctions and individual and community remedies issued under the Sexual Misconduct Policy; ensuring appropriate coordination among designees and appropriate student services, with the goal of streamlining and centralizing reports of sex discrimination (including sexual harassment, sexual violence, sexual assault, other forms of sexual misconduct including stalking, and intimate partner and relationship violence, or harassment based on gender or gender-identity that does not involve conduct of a sexual nature such as retaliation and bullying); overseeing the administration of campus policies designed to prevent and remediate gender and sex discrimination, sexual assault, stalking, bullying, intimate partner and relationship violence, and retaliation; overseeing athletics gender equity compliance; fulfilling the duties of the Title IX Coordinator as set forth in the college's Non-Discrimination Policy and Grievance Procedure; and maintaining records in accordance with the law and the college policies.
- **Access to Supports and Resources:** Coordinating with designees and appropriate student services and offices

both on and off campus to facilitate the implementation and efficacy of interim remedial measures to provide for the safety of the complainant and the campus community during an investigation and to ensure that students are aware of the resources available to them and understand how to access the resources.

- Conducting Assessments: Facilitating communication among and between all components of campus life and soliciting feedback in order to identify and address any patterns or systemic problems under Title IX and to assess and improve the overall efficacy of the coordination of information and responsibilities among various offices as related to the college's Title IX response; conducting an annual review of all formal and informal Title IX complaints and reports brought to the Title IX Coordinator and designees; and coordinating and/or overseeing the development and implementation of annual assessments of campus climate and policies and procedures in collaboration with students, faculty, and staff.

Desired Qualifications: An advanced degree in a relevant discipline is required. Experience working within higher education is required, including an understanding of the residential liberal arts college experience and a passion to work collaboratively with a highly consultative campus culture. Demonstrated comprehensive knowledge of current state and federal law and regulations, practices, and procedures, identified best practices and trends in the field of education related to harassment and other discriminatory practices that violate Title IX. Experience successfully working with confidential and sensitive information. Excellent judgment and proven impeccable integrity. Proven ability to prepare and present detailed reports, educational programs, training, and assessments. Excellent written and oral communication, problem solving, conflict resolution, planning, and project management skills.

Title IX District Director. This position is with a system of colleges throughout a major city. Reporting to the Executive Director of Labor Relations, the Title IX District Director:

- Develops and implements procedures to ensure the prompt, effective, equitable investigation and timely resolution of all student inquiries regarding rights and responsibilities concerning harassing or other discriminatory behavior in violation of Title IX.
- Conducts and manages Title IX investigations of student complaints.
- Collaborates with appropriate administrators to conduct regular training, programs, and events for students, and in-service training for faculty and staff.
- Provides ongoing consultation regarding Title IX requirements, grievance issues, and compliance programs.
- Oversees and ensures Title IX gender equity compliance in city college athletic programs.
- Develops, oversees, and coordinates District-wide communication strategy and outreach efforts to inform the city college community of Title IX rights and responsibilities.
- Acts as the liaison between student affairs, security, and human resources, coordinating District-wide compliance with the Clery Act, including reporting and training.
- Advises students about options for initiating formal complaints alleging violation of Title IX.
- Responds to inquiries from students, faculty, staff, and administrators about rights and responsibilities under Title IX.
- Monitors college system's discrimination and sexual harassment policies to ensure compliance with state and federal laws and regulations.
- Remains abreast of current best practices as they relate to Title IX programs and compliance efforts.
- Maintains records regarding complaints of sexual misconduct.
- Prepares annual statistical reports on Title IX complaints and investigations.

Qualifications: A Bachelor's degree from an accredited college or university. JD from an accredited law school or a Master's degree in Higher Education, Social Work (MSW), Psychology, Human Resources, or a related field is highly preferred. 5 or more years of relevant professional work experience demonstrating knowledge in the field of equal opportunity, equal access, and discrimination. A combination of education and experience may be taken into consideration based on the applicant's credentials. Experience working in a higher education environment is highly desirable. Knowledge and experience in conducting trauma-informed investigations. Demonstrated working knowledge of federal and state equal opportunity and non-discrimination laws. Demonstrated ability to coordinate a high volume of diverse assignments and to maintain a high level of confidentiality. Must be able to work well with students and employees at all levels. Must be self-directed and able to prioritize assignments and meet deadlines. Must possess excellent verbal and written communication skills.

Title IX/EO Compliance Officer. Essential job functions:

- Ensures all complaints are handled in compliance with applicable laws, regulations, and college policies and procedures to include prompt and equitable responses to reports of sex discrimination, sexual harassment/assault/violence/misconduct.
- Conducts prompt/thorough investigations, acts as a neutral party in the investigation and prepares formal, written findings on conclusions of investigations/recommendations for remedial action, when appropriate.
- Analyzes each complaint then develops an investigation plan. Contacts all involved parties and provides them with information about the investigatory process. Interviews the complainant, respondent, and potential witnesses. Provides resource referrals to students, faculty, and staff who could benefit from additional support during the investigation. Gathers and secures evidentiary materials. Keeps accurate and thorough records and notes of investigatory process. Analyzes information gleaned from investigation to determine findings. Develops comprehensive reports used to determine policy violations. Advocates for improvements in the investigatory process.
- Works collaboratively with OD/HR, Student Affairs, and Safety/Security and Risk Management Departments to ensure complaints are reviewed in accordance with Title IX and other appropriate standards.
- Reviews, researches, and analyzes federal/state laws, regulations, and case law development in the areas of employment law, civil rights/discrimination/harassment/retaliation, and equal opportunity/affirmative action. Stays abreast of current and emerging regulatory obligations and develops plans of action for remaining in compliance with federal Title IX, equal opportunity/civil rights compliance law and regulations.
- Reviews and ensures college policies, regulations, and standard operating practices are in compliance with Title IX, equal opportunity, discrimination, harassment, and retaliation policies and federal/state laws.
- Identifies areas of institutional risk and exposure related to Title IX and other compliance requirements. Makes recommendations to senior administrators to address identified areas of risk and changes that may impact the college.
- Creates/implements Title IX and other relevant compliance plans in collaboration with key stakeholders on and off campus. Monitors the campus climate through surveys, focus groups, and other assessment efforts to identify opportunities for improvement in the college's Title IX programs/services.
- Prepares annual reports on sexual misconduct complaints, identifies trends/patterns, and makes recommendations as appropriate.
- Spearheads the development and implementation of specialized education/training on Title IX, equal employment opportunity, and civil rights laws.

- Responds to questions and inquiries from members of the college community regarding Title IX/ discrimination/harassment/retaliation policies and complaint procedures.
- Assists the VP, OD/HR on the research and management of the college's equity program, including annual reports and compliance with such audits regulated by federal and state statutes.
- Maintains effective collaborative working relationship with campus presidents/deans/HR professionals, and others.

Qualifications: JD or other relevant advanced degree, with a minimum of 5 years' experience in employment law in a higher education, corporate, or government human resources setting with responsibility for Title IX compliance, equal opportunity, and civil rights complaint resolution, investigations, alternative dispute resolution, law enforcement, or related experience. Demonstrated knowledge of and ability to interpret federal and state equal opportunity and non-discrimination law and regulations. Experience with the complexities surrounding discrimination, harassment, sexual assault/harassment, and retaliation cases, preferably in a college setting. Understanding of investigation practices and experience conducting investigations in a sensitive and confidential manner. Experience with alternative dispute resolution processes a plus. A demonstrated commitment to the professional development of faculty and staff and knowledge of due process rights and responsibilities. Excellent organizational, research, investigatory, and analytical skills; advanced verbal and written communication skills, superb listening skills, and ability to effectively provide education to faculty and staff. A sense of urgency and responsiveness when dealing with complaints and investigations, and an ability to handle multiple tasks in a timely manner.

Title IX Investigator. The university's Title IX Investigator will conduct investigations of Title IX matters, assist in Title IX training, and perform related duties as assigned. The Title IX Investigator will report to the university's Title IX Coordinator, with a dotted line reporting relationship to the Assistant Vice President/Dean of Students. The Title IX Investigator will collaborate with campus offices and partners, including the sexual harassment prevention office, the university police, the office of student conduct and conflict resolution, and student assistance and support services. Specific responsibilities:

- Collaborate and consult with the Title IX Coordinator and/or Deputy Title IX Coordinator for Sexual Misconduct Complaints Against Students to review and process Title IX complaints to ensure a prompt, thorough, and equitable response to reports and incidents.
- Serve as the Title IX investigator for cases alleging sexual assault, sexual misconduct, sexual harassment, stalking, and dating and domestic violence against students, faculty, staff, and third parties. Advise reporting parties and respondents of their rights. Interview the reporting party/parties, respondent(s), and relevant witnesses. Gather relevant evidence. Act as a neutral party through all aspects of investigation and ensure a prompt, fair, and impartial process for all parties. Maintain a high level of confidentiality.
- Ensure a well-documented Title IX investigative process. Maintain accurate and thorough records and notes of investigatory processes. Compose comprehensive written investigative reports for the Title IX Coordinator/Deputy Title IX Coordinator that clearly identify the issues investigated, summarize the evidence, make findings of fact, make credibility determinations, apply relevant policies, and, where appropriate, recommend appropriate remedial steps. May also participate in hearing panel process as needed.
- Provide periodic, timely updates regarding the status of complaints received and investigations in progress to the Title IX Coordinator/Deputy Title IX Coordinator. Collaborate with the Title IX Coordinator/Deputy Title IX Coordinator to identify and address any patterns or systemic problems. Work with university stakeholders to ensure Title IX policies are communicated to all constituencies.

- Continuously identify and integrate best practices in Title IX investigations.
- Assist Title IX Coordinator/Deputy Title IX Coordinator with the development and dissemination of comprehensive educational materials, including online and in-service trainings tailored to students, faculty, and staff.
- Conduct training sessions as requested.
- Participate in conferences, workshops, trainings, etc., to stay current in the field.
- Serve on related committees as requested.
- Perform other related duties as assigned or requested.
- Investigation and outreach duties may require occasional evening and weekend availability.
- Performs other duties as assigned.

Minimum Qualifications: Bachelor’s degree in a related field and 5-7 years of relevant professional experience, or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Experience conducting investigations alleging discrimination, harassment, or sexual violence.

Preferred Qualifications: Law degree or a graduate degree in higher education administration, student services, human resources, counseling, social work, or related field, or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Background in conflict resolution and/or caseload management. Knowledge of university disciplinary systems and relevant regulatory/legal issues. Experience working in a higher education setting and with college students. Knowledge, experience, and training in addressing issues related to sex discrimination and sexual violence. Title IX investigation training and/or certification.

NONPROFITS

Director, Access to Justice. Nonprofit working on immigration and refugee issues seeks a Director for Access to Justice to develop and oversee innovative and effective national service networks. The Director ensures timely, effective, and coordinated administrative advocacy by the organization and its related networks. This is a full-time position. Duties:

- Manage the program and administrative staff for the Access to Justice unit, ensuring objectives are met according to the organization’s standards and in compliance with funding requirements or other agreements. Supervise and mentor staff within the unit and, in consultation with the Vice President, recruit, hire, and carry out employee improvement plans necessary to carry out the work of the unit.
- Design, fundraise for, and oversee programs to protect, empower, and embrace migrants subject to immigration enforcement.
- Direct the analysis of best practices for collecting and managing qualitative and quantitative data for migrants subject to immigration enforcement and related ATJ programs.
- Develop and oversee networks of local partners to deliver multi-disciplinary services to migrants in the U.S. who are affected by the immigration detention system. Develop and implement outreach strategies to new partners.
- Establish, oversee, and execute administrative advocacy priorities for protection of at-risk migrants that fit within the organization’s mission and strategic goals, and oversee advocacy strategies in accordance with these priorities.
- Engage in organization-wide activities and initiatives including all-staff meetings, working groups or task

forces, and implementation of strategic initiatives.

- Other duties as assigned.

Qualifications: Commitment to the organization's core mission and values and an ability to model those values. Graduate degree in relevant field. JD preferred. Strong familiarity with U.S. immigration laws and policies. Knowledge of international human rights law and refugee policy preferred. Minimum 3 years' experience in representation or policy work on human rights issues, preferably those that relate to immigration, detention, or refugees in the U.S. Supervisory experience with background in managing program and administrative staff. Demonstrated grasp of not-for-profit legal service delivery models, legal case management, and legal office management. Proven ability to synthesize information to steer policy and program decisions and to conceptualize, plan, and execute projects in a nonprofit setting. Understanding of program evaluation, with demonstrated experience with development of indicators, outcomes, and data collection methodologies is strongly preferred. Demonstrated ability to manage multiple responsibilities, direct project teams, and set priorities. Experience with and sensitivity to political and policy processes within federal government agencies at the local and national levels. Demonstrated effectiveness in advocacy and coalition building. Professional and highly effective oral and written communication skills, including negotiating, serving as media spokesperson, writing policy memos, conducting trainings, and public speaking. Ability to facilitate trainings for partners and diverse audiences. Commitment to the support of legal service networks required and experience working in nonprofit legal services strongly preferred. Ability to exercise judgment, work independently, as a member of a team, and in collaborative projects, and to coordinate with other units within a nonprofit organization. Experience and commitment to team work as a means to achieve work goals. Ability to travel up to 20%, including some weekends. Spanish language ability preferred.

Field Support Coordinator. A nonprofit legal services organization working on immigration issues has an immediate opening within its Capacity Building Section for an attorney or Board of Immigration Appeals accredited representative to provide training, technical assistance, and program support to affiliates and non-affiliate sub-grantees in order to expand or create immigration legal services across the country, particularly in California and neighboring states. The organization is seeking a person with immigration law representation and immigration program management experience. The position will join an existing team of Field Support Coordinators and Project Coordinators in providing training, technical assistance, and project management to benefit a growing network of over 260 affiliates. Responsibilities:

- Train nonprofit staff in all aspects of managing a successful immigration program using classroom, webinar, and e-learning methods.
- Research and create resource materials on capacity building strategies, legal services delivery models, and proven nonprofit management tools.
- Assess affiliate programs and provide recommendations and remedial support.
- Facilitate creation of charitable immigration programs and assist programs in staffing with attorneys and acquiring Board of Immigration Appeals agency recognition and staff accreditation.
- Manage projects to expand the capacity and professionalism of funded affiliates and non-affiliate partners.
- Engage and consult with affiliate leadership on planning, preparing, and implementing significant changes in U.S. immigration laws.
- Represent the organization in local and national meetings.

Qualifications: College graduate, preferably with a JD. Demonstrated commitment to serve the foreign-born in nonprofit

organizations. 3 years of direct immigration legal services with project management responsibilities. Demonstrated ability to work independently with support from a supervisor and a team of peers. Demonstrated ability in diplomatic communication, persuasive public speaking and training, and organizational planning and problem solving. Ability to travel locally and occasionally across the United States. Spanish language skills in speaking, reading, and writing desired, but not required.

Government Affairs Manager. A Government Affairs Manager is sought by a nonprofit working on issues related to directing more capital into underserved communities. The Government Affairs Manager will be a key part of the organization's Legislative and Regulatory Department. In this role, the Manager will serve as the organization's lobbyist and build and maintain relationships with policy makers, agencies, and officials at all levels of government to increase their understanding of, and support for, the organization's mission and strategic goals. The Government Affairs Manager serves as a primary liaison with officials and their staff to advance and strengthen the organization's position and capacity as a leading nonprofit organization. This position will report to the Director of Legislative and Policy Advocacy. Essential functions:

- Representing the organization before members of Congress, legislative aides, as well as other elected and appointed officials.
- Conveying the organization's policy positions to elected officials and other stakeholders in a manner that is persuasive and effective.
- Arranging and attending meetings with members of Congress, legislative aides, as well as other elected and appointed officials.
- Drafting, preparation, and transmittal of testimony and comment to lawmakers and regulators.
- Drafting, preparation, and transmittal of correspondence to lawmakers and regulators.
- Creating and effectively delivering factual, relevant, and easily understandable talking points.
- Assisting in the development, creation, and distribution of the organization's policy materials.
- Tracking legislation and becoming knowledgeable on a variety of legislative priorities.
- Participating in team strategy opportunities to develop and support overall goals.
- Providing staff support to agency professional staff and board committees as directed.
- Fulfilling other organizational needs as necessary.

Competencies: The knowledge, skills, and behavioral attributes necessary for acceptable job performance. Ability to multi-task, work independently under pressure, and meet deadlines. Experience providing business management and financial consulting to small businesses. Ability to successfully assist clients in securing financing and bonding and developing strategies for procurement and contracting. Excellent problem solving skills with ability to creatively develop solutions as necessary. Highly effective oral, written, and interpersonal communication skills — including superior skills in advocacy and using spoken and written rhetoric to persuade and inform.

Job Requirements: Bachelor's degree in a related field. Law degree preferred. At least 5 years of experience in government affairs; previous Capitol Hill, government, and/or agency experience preferred. Must have in-depth understanding of the federal legislative and regulatory process and Congressional committee structure; existing relationships with key committees including the Senate Banking Committee and the House Financial Services Committee preferred. Familiarity with the banking, housing, and financial services issues preferred. Ability to maintain the highest personal levels of ethical conduct, confidentiality, and integrity. Motivated, reliable, self-starter with an ability to work as a member of a team. Excellent problem solving skills with ability to creatively develop solutions.

Policy Advisor. A nonprofit that works to promote fair and humane treatment of refugees, immigrants, and asylum seekers and to support global programs that assist and serve refugees is seeking a Policy Advisory to join its advocacy team in Washington, DC. Working closely with the VP, Policy and Advocacy, and the Director, Advocacy and Outreach, along with other staff, the Policy Advisor develops and communicates the organization's legislative and policy positions and engages in advocacy to promote its legislative and policy priorities. The Washington Office works to advance the organization's legislative and policy agenda by educating and influencing Washington and international policy makers, including Congress, the Administration, and the United Nations, and engaging organizations and individuals around the country in advocacy. Essential functions:

- Help develop and promote the organization's policy and advocacy priorities.
- Represent the organization in coalitions and other groups engaged in refugee issues.
- Represent the organization and communicate its priorities at meetings and events.
- Draft reports, grant proposals, press releases, briefing memos, policy statements, Congressional witness testimony and statements, sign-on letters, talking points, online materials, and other written legislative, policy and advocacy-related communications.
- Assist with grassroots advocacy efforts including developing and conducting strategies, campaigns, and events.
- Engage in research on refugee issues.
- Bring commitment and integrity to accomplishing the organization's mission and goals in this and other duties as assigned.

Knowledge, Skills, and Abilities: Excellent writing and analytical skills. Ability to work well both independently and in teams, think creatively, and solve problems. Extremely organized, professional, and articulate, and should possess excellent writing skills. Must be self-directed and able to work under pressure and multi-task to meet deadlines.

Background in refugee, human rights, and/or immigration policy required.

Qualifications: Bachelor's degree or higher in related field required; law degree preferred. At least 3 years of experience in nonprofit organizations, government, Congress, or law firms. Full status to work in the United States and willingness to provide employment verification as required. Willingness to travel up to 5% of the time.

Policy Analyst. A Policy Analyst is sought by a not-for-profit organization that works to exonerate innocent prisoners through post-conviction DNA testing and develop and implement policy changes to prevent wrongful convictions and otherwise reform the criminal justice system. An integral part of the Policy Department, the Policy Analyst will serve as an expert on policy reform issues related to the causes and remedies of wrongful convictions in the United States. The Policy Analyst reports to the Policy Director and works closely with all policy staff. Essential job functions:

Research and analyze policy issues in various forms, including:

- Existing and pending federal and state legislation.
- Perform bill analysis and comparison on various policy issues at the state and federal level by request.
- Draft memoranda on such bills.
- Maintain and periodically update a spreadsheet or list of all states that have adopted reform government programs related to innocence protection.

- Submit Freedom of Information Act (FOIA) requests for applications and other materials that describe relevant local, state, and/or federal government programs (e.g. Bloodsworth, Coverdell, Wrongful Conviction Review). Review and analyze such FOIA requests.
- Work on appropriations and reauthorization issues for relevant programs upon request.
- Draft testimony and letters of support for such programs.
- Create and update fact sheets and funding summary sheets.
- Support all work related to forensic oversight requirements of federal programs.
- Academic research on wrongful convictions and the protection of the innocent.
- Court decisions that affect our policy reforms.
- Media related to policies to protect the innocent.

Support of the Policy Advocates:

- Research and draft legislative testimony, press statements, and other advocacy materials.
- Provide materials and support information for policy makers, staff members, or other organizations interested in advancing our reform issues.
- Update website as needed with the adoption of new reforms.
- Support advocates and serve as liaison to organizations on issues of shared concern; and provide both administrative (scheduling internal meetings, providing materials to staff participants) and substantive (producing analyses and documents) support as liaison to commissions, task forces, and other entities exploring wrongful conviction reforms.

Other duties in support of the Policy Department:

- Keep abreast of lobbying/electioneering law changes.
- Inform and participate in policy advocacy planning; occasionally advise on lobbying laws; manage interns as needed, overseeing their projects.
- Attend conferences and other meetings and disseminate notes on proceedings.

Qualifications and experience: A graduate degree in law, policy, administration, or political science. JD preferred. Strong writing skills. Demonstrated ability to synthesize and clearly communicate complex information. Firm understanding of elements of effective policy advocacy. Ability to handle multiple tasks and work well with others. A strong commitment to social justice and issues pertaining to wrongful convictions.

Policy Director. A Policy Director is sought by a not-for-profit organization that works to exonerate innocent prisoners through post-conviction DNA testing and develop and implement policy changes to prevent wrongful convictions and otherwise reform the criminal justice system. The Policy Director leads the organization's advocacy agenda to ensure that the criminal justice system is trustworthy and that state and federal law, policy, and practice do not compromise the quality of justice and lead to the conviction of innocent people. Our current work in this area includes the reliability of eyewitness identifications, the recording of interrogations to prevent false confessions, improving the scientific foundation of faulty forensics, access to post-conviction DNA testing, and prosecutorial accountability. In the coming years, we plan to expand our work to address other frailties in the criminal justice system that lead to the conviction of the innocent, including systemic issues that induce the innocent to plead guilty and that undermine the reliability and accuracy of investigations and prosecutions. The Policy Director will draw upon his/her public policy expertise and substantive knowledge of the criminal justice system to strategically collaborate with the

organization's Senior Leaders on how best to evolve our national advocacy and policy agenda. As the Head of the Policy Department, the Policy Director is responsible for the overall management of a growing Policy department that is currently 11 full-time staff, as well as consultants and federal lobbyists. The Director of Policy is responsible for: (a) developing department strategy and goals, (b) managing department staff to achieve those goals, (c) reporting on progress toward goals to the organization's board, funders, and staff, and (d) modeling the organization's values of an inclusive and respectful workplace and encouraging the same from staff. The Director of Policy reports to the Deputy Director. This is a full-time position requiring substantial work hours and a significant on-site presence, in addition to occasional overnight travel. The Director of Policy is a member of the senior staff of the organization, and works closely with the Executive Director and Co-Directors.

Qualifications and experience: Advanced degree in law or public policy; JD preferred. Minimum 10 years of experience directing successful issue-oriented lobbying and/or advocacy campaigns, ideally in a nonprofit legal organization. Minimum 5 years of progressive management experience. Proven ability to engage effectively in strategic planning and to set priorities. Ability to think broadly and conceptually. Extensive knowledge and experience working with state regulatory and legislative processes. Experience using an array of strategies for change, including advocacy, research, policy reform, litigation, and strategic communications. Deep knowledge of U.S. criminal justice system. Experience in grant application and grant management.

Key competencies: Collegial, collaborative management style and demonstrated commitment to the value and power of teams and staff; ability to delegate and prioritize multiple responsibilities and inspire teams to meet high expectations. Ability to work with multi-disciplinary staff in a collaborative, productive, and fast-paced work environment. Strong relationship builder. Able to work effectively with law makers, police officials, judges, and partner organizations. Excellent verbal and written communication skills; excellent analytical skills, particularly as they relate to policy and legislation. Ability to remain organized amidst multiple competing demands. Passionate commitment to social justice and to the organization's goals, mission, and values.

Project Director. A legal services organization seeks a dynamic and inspiring Project Director to serve as the executive director and principal spokesperson of the organization. He/she will be the senior lawyer, advocate, manager and public face of this organization. The Project Director will lead a committed and talented staff in providing free, high-quality civil legal services to and achieving social, racial, and economic justice for, low-income clients and communities. The Project Director will report to and work closely with the board of directors. Key responsibilities include:

- Overseeing \$7 million in support and revenue, with 70 staff members, including staff attorneys, paralegals, managers, and administrative support.
- Ensuring the highest caliber of legal assistance to individuals and local communities through top-notch leadership, management, and legal talent.
- Serving as the principal spokesperson for the organization with legislators, media outlets, and community leaders, and promoting the program's successes and its positive impact on its community of constituents.
- Advancing the program's mission by preserving existing sources of funding while aggressively seeking new funding that allows the expansion of services offered to the underserved.
- Ensuring the program's compliance with grants awarded through public and private sources.
- Recruiting, hiring, and retaining a high-quality, diverse staff.
- Maintaining a strong working relationship with the organization's board of directors, other city-wide programs,

and the executive management of the city-wide Legal Services.

- Fostering collaborative relationships with client communities, advocacy, and community groups, elected and other public officials, the courts, government agencies, and the media.
- Participating as an effective member of the senior leadership team of the organization.

Qualifications: The successful candidate will be a highly credible, accomplished lawyer, leader, and manager, committed to the mission and future of this organization and energized by its contribution to its city. He/she will motivate, collaborate with, and earn the respect of a talented and dedicated staff and board; government, judicial and public officials; clients; and other key partners. Bachelor's and law degree are required. Successful passage of this state's bar exam and being a member in good standing of this state's bar are required.

Key professional experience sought: Relevant legal experience within this city's political, nonprofit, and social environment. Significant senior executive leadership, management, fundraising, and operational experience at a complex organization of a relevant size and scope. Resourceful leadership with a vision for a vibrant, innovative, high-impact public interest law practice that promotes justice and delivers high-quality civil legal services. Demonstrated experience in leading and managing staff in a transparent manner that inspires confidence and ensures delivery of high-quality, high-impact legal services to low-income persons and communities. Proven fiscal responsibility for the administration of a multi-million dollar program budget. Experience in nonprofit budget development, management, fundraising, and grant writing. Significant understanding of, and experience with, providing services to low-income people. Demonstrated ability to maintain relationships with community organizations. Excellent writing, public speaking, and advocacy skills. Ability to speak Spanish desirable, but not required.

The Project Director must be a consensus builder who is adept and comfortable in taking ownership for the decision-making process, and a problem solver who is proactive and a strong listener, with a relentless pursuit of results and excellence. The Director must have a willingness to embrace change and think creatively about serving clients, and must have the highest standards of ethics, integrity, respect, and humility.

GOVERNMENT

Director of Employee Relations and Personnel. A municipal public school system seeks a Director of Employee Relations and Personnel. The Director, under the direction of the Associate Superintendent for Human Resources, is responsible for providing leadership by implementing and supervising effective contract negotiations with nine employee groups and by coordinating human resources personnel operations. Must qualify for or hold a [state] Administrative certificate or [state] licensure as an attorney. Successful school administration, labor relations, human resources/personnel leadership experience required with a commitment in a culturally diverse learning environment. Doctorate or JD preferred.

Hearing Officer. A state Department of the Treasury, Division of Purchase & Property, seeks to fill a Hearing Officer position. The Hearing Officer is a member of the Director's Office staff who prepares the Final Director decision on vendor protests of awarded procurement contracts. This position also responds to appeals of decisions of the Contract Compliance and Audit Unit. Bachelor's degree from an accredited college or university required. JD preferred with state bar membership. Candidate should have 3 years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes. The preferred candidates will have at least 10 years of this experience, 3 years of which would be in public procurement law. This position also requires excellent

writing skills; a strong work ethic including the ability to manage a diverse workload against performance metrics; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives.

Program and Policy Analyst. A state government's Department of Children and Families (DCF) is seeking candidates for a Program and Policy Analyst position. This position is in the Bureau of Working Families (BWF), which administers a variety of programs to assist low-income individuals and families with obtaining employment and employment supports. These programs include Temporary Assistance for Needy Families (TANF), a state employment program, Job Access Loans (JALs), Emergency Assistance (EA), and programs to serve the refugee populations. This position is responsible for analyzing federal law and regulations, state law, and administrative rules in order to implement, administer, and automate the state employment program. It is also responsible for coordinating several key functions within the section, throughout the bureau, and across the division including development, integration, and dissemination of policy, information system support, report development, monitoring, and training changes, and program improvements. In addition to performing lead Program and Policy Analyst duties, this position also serves as project manager on various special assignments and as a liaison with division and department staff to ensure coordination of programs/initiatives. Incumbents in this position are expected to use their knowledge and experience to assist the section's Information Systems Business Analysts (ISBA) Specialists as well as Program and Policy Analysts in their day-to-day duties. Job knowledge, skills, and abilities:

- Extensive knowledge/experience or ability to work with federal and state laws, regulations, and administrative rules that govern workforce development and economic support programs.
- Extensive knowledge and skills in the practice, procedures, and principles of program planning, analyses, and implementation.
- High level of skill in oral and written communication, including the ability to write on complex subjects in broad policy and program areas for a wide variety of audiences both internal and external.
- Thorough ability to communicate and work cooperatively with others.
- High level of skill utilizing personal computer software programs including Word and Excel.
- Thorough and experienced ability to summarize and condense large amounts of information into clear and concise written documents.
- Knowledge of project management principles, methods, and practices, and can develop business project plans and timelines, define milestones and deliverables, monitor activities, and evaluate and report on accomplishments.
- Ability to conduct and coordinate user acceptance testing.
- Ability to provide leadership and coordinate group or team activities, engage in problem solving and conflict resolution, and work effectively with diverse groups in small or large settings.

Program Specialist – Contracting Officer. This position with a federal government's agency is responsible for:

- Managing program or project schedules, milestones, scopes, quality controls, risk, issues, communication management, and budgets from preliminary stages through design, development, operation, and decommission/close-out as needed.
- Monitoring resources and interim milestones to ensure consistency with scheduled work and

monitoring/measuring performance (earned value, metrics, and other project management performance methods), in order to assure commitments of all parties are maintained.

- Coordinating or administering all phases of assigned contracts from inception to completion including identifying what is needed to accomplish program mission requirements.
- Developing and coordinating the completion of contract-related Management Decision Documents, Contract Scopes of Work, Evaluation Plans, Independent Government Estimates (GCE's), Technical Evaluation Criteria and Quality Assurance Surveillance Plans, Market Research Reports, and other procurement documents for acquisition programs.
- Preparing and presenting formal and informal presentations pertaining to projects/programs to Project Managers, mid- and senior-level management, and maintaining liaison with counterparts at higher levels (regional, headquarters), on policy and program issues.

This position has promotion potential to GS-12. Applicants who indicate they meet the minimum qualifications will receive an email invitation to complete online assessments measuring such abilities as project management, ability to conduct and coordinate work for contracts, ability to analyze and evaluate the efficiency and effectiveness of management and program operations, problem solving, written communications, attention to detail, customer service, decision making, flexibility, integrity/honesty, interpersonal skills, learning, reading, reasoning, self-management, stress tolerance, and teamwork. The Program Specialist position is a critical-sensitive position and the tentative selectee must undergo and successfully complete a background investigation for a Secret clearance as a condition of placement/retention in the position.

Special Projects Coordinator – Policy and Financing. A state government seeks a Special Projects Coordinator – Policy and Financing to work in the Health Information Office within its Department of Health Care Policy & Financing. The Health Information Office directly supports all department technology initiatives, including the Medicaid Management Information System (MMIS), the state Benefits Management System, and all other Health Information Technology (HIT) projects. In addition to aligning the department's infrastructure, this office creates a foundation for emerging HIT solutions that will be necessary to implement the state's transformational vision of the future of Medicaid. This position is the primary contact for several special projects delegated from the Office Director. These projects include but are not limited to Criminal Justice Population Medicaid Coverage, Homeless Medicaid Coverage, and Provider Screening Rules, as well as other necessary projects as they arise. As the primary contact, the position is required to maintain an in-depth level of knowledge associated with these projects and serves as a resource to others both within and outside the Department. This position coordinates with individuals involved with these projects at other state, city, and county agencies, as well as individuals in the populations affected by these projects, to investigate relevant rules, regulations, and laws, and facilitates or attends project related meetings. This position plans and resolves logistical and inter-departmental needs to lead projects toward implementation. The position clarifies the Department's position on behalf of the Office Director to obtain support for or cooperation with outside parties. This position is the primary contact for several special projects delegated from the Office Director. These projects include but are not limited to Criminal Justice Population Medicaid Coverage, Homeless Medicaid Coverage, coordinating strategic and tactical planning documentation, and operational processes for the Health Information Office, as well as other necessary projects as they arise. As the primary contact, the position is required to maintain an in-depth level of knowledge associated with these projects and serves as a resource to others both within and outside the Department. This position coordinates with individuals involved with these projects at other state, city, and county agencies, as well as individuals in the populations affected by these projects, to investigate relevant rules, regulations, and laws, and

facilitates or attends project related meetings. This position plans and resolves logistical and inter-departmental needs to lead projects toward implementation. The position clarifies the Department's position on behalf of the Office Director to obtain support for or cooperation with outside parties.

Minimum qualifications: Graduation from an accredited college or university with a bachelor's degree in Health Care Administration, Government, or a field of study closely related to the work assignment and 2 years of professional work experience in health care policy or public health care administration. Preferred qualifications: JD or advanced degree. Professional experience working on legislative issues related to health care, Medicaid, health insurance exchange implementation, and health reform. Professional experience working on under-served populations, such as the homeless and individuals involved with the criminal justice system. Excellent writing, editing, and research skills. Self-starter with ability to multi-task and to work under pressure on multiple, time-sensitive projects. Excellent interpersonal, organizational, and communication skills. Ability to use Outlook, Excel, and Word. Substitutions: A combination of professional work experience in the occupational field of health care policy, public health care administration, or a field of study closely related to the work assignment which provided the same kind, amount, and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the Bachelor's degree. A Master's or Doctorate degree from an accredited college or university in a field of study related to the work assignment, such as health care administration or a health care-related field, may be substituted for the Bachelor's degree and one year of general experience.

HEALTH CARE

Claims Risk Management Associate. A medical center is seeking a Claims Risk Management Associate. This Associate will investigate initial risk management claims, assist the Director of Risk Management in the determination of potential loss, and coordinate meetings with hospital staff and counsel in anticipation of litigation. In addition, the Associate will maintain the claims file system, draft documents, and monitor ongoing reports. Requirements: Bachelor's degree in nursing. 3-5 years of recent medical malpractice claims management experience. 5 years in an acute health care system setting. Proficiency with Microsoft Office, Excel, and Word. JD or paralegal preferred.

Corporate Privacy & Information Security Officer. A system of children's hospitals seeks a Corporate Privacy & Information Security Officer. The Corporate Privacy and Information Security Officer is responsible for ensuring the implementation, compliance, and ongoing activities across all of the children's hospitals in the system as they relate to workforce member and patient privacy and security of records and data. The Corporate Privacy and Information Security Officer will promote a corporate-wide privacy philosophy supporting a comprehensive and practical set of privacy and security policies, procedures, and technology to mitigate privacy-related liability, and to use privacy practices to facilitate HIPAA privacy and security rule as well as HITECH Breach Notification compliance. The Corporate Privacy and Information Security Officer is also responsible for the ongoing management of all HIPAA related information security policies and procedures, and for collaborating with the Information Services department regarding technology systems in order to maintain the confidentiality, integrity, and availability of all organizational health care information systems and protected health information.

Director of Compliance. A genetic testing company seeks a Director of Compliance to be located in the company's headquarters, report to the company's General Counsel, and work closely with quality assurance, research and development, sales, and marketing. Responsibilities:

- Implement the company's health care compliance program and strategy, covering health care fraud and abuse prevention, monitoring, and investigation; managing reimbursement compliance; training on, monitoring, and enforcing the company's compliance policies and Code of Conduct.
- Monitoring compliance with federal and state fraud and abuse and anti-corruption laws including the Stark law, anti-kickback statutes, physician referral laws, and the FCPA.
- Monitoring compliance with HIPAA, HITECH, and other privacy and data security laws.
- Monitoring compliance with federal and state laws regulating medical billing and reimbursement, including false claims laws and Medicare and Medicaid program compliance.
- Conducting internal investigations, communicating with regulatory agencies, and handling any other compliance issues related to the sale and promotion of the diagnostic tests or other products of the company to ensure compliance with applicable federal, state, and international laws.
- Interacting with and reporting to senior management on the company's compliance activities.

Required qualifications: JD or Bachelor's degree in a life sciences discipline. Minimum 10 years' experience in health care compliance at a law firm, company, or both combined. Familiarity with diagnostic laboratories/medical device companies. Working knowledge of all aspects of medical billing and reimbursement. Strong written and verbal communication, analytical, and interpersonal skills. Successful track record of working collaboratively in multi-disciplinary teams. Highly adaptable to functioning in a fast-paced environment.

Director of Privacy. Managing a team of 3, the Director of Privacy will serve as the compliance lead for a health care-related corporation's military and veterans data security and privacy issues, supporting the General Counsel and the Compliance Officer and collaborating across the corporation as needed. Works with the General Counsel and corporate leadership to lead, initiate, develop, and maintain appropriate oversight structures for data privacy and security issues. Provides leadership to compliance priorities relating to data privacy and security requirements and issues related to corporate program requirements, and is accountable for the performance and results through multiple layers of management and senior-level professional staff. Primary responsibilities:

- Coordinates compliance activities related to data privacy and security requirements and compliance issues, including educating impacted business areas on regulatory requirements and helping drive implementation of such requirements. Builds and maintains knowledge of applicable laws and regulations, as well as company policies and procedures; builds and maintains knowledge of corporate military and veterans' products, services, and key functional areas; provides consultative expertise and promotes an organizational culture of compliance; makes business recommendations when regulatory requirements are not clear; establishes and maintains effective working relationships with internal operational departments.
- Works closely with business executive leadership to identify trends and manage identified issues to ensure resolution; serves as a liaison on issues related to data security and privacy in a manner consistent with corporate program requirements and other regulatory standards; anticipates regulatory and policy issues; manages the resolution of escalated/high-risk issues; facilitates the escalation of issues with oversight bodies as appropriate; works across corporate and segment compliance teams, and collaborates with these and others for networking and knowledge-sharing; advances key stakeholder awareness of compliance issues,

particularly related to data privacy and security issues.

- Works with functional business leads to develop infrastructure, processes, procedures, and appropriate resourcing to ensure that data privacy and security occurs in a timely and appropriate way; develops appropriate tools to analyze and report status (current and trends) for data privacy and security efforts to executive leadership; implements protocols to test the validity of data privacy and security practices against internal and external best practices.
- Works with business to support development of comprehensive strategy for improving data security and privacy policies, procedures, and practices; ensures new regulatory requirements are incorporated by working with the appropriate businesses to develop the infrastructure, processes, procedures, and appropriate resourcing to ensure that data is reported and validated appropriately; conducts review and analysis of relevant data privacy and security requirements and ensures institutional support for full and appropriate involvement with privacy and security efforts; ensures documentation of policies and procedures and helps to manage the external audit relationship, as applicable.
- Acts as a key contributor in development and implementation of segment-wide projects and strategies; assesses progress and reports key results and the status of overall compliance initiatives to management.

Required Qualifications: U.S. citizenship. Ability to obtain favorable adjudication following submission of Department of Defense eQuip Form SF 86. BS/BA in in business, computer science, information technology, or equivalent. JD with an active license in practice in any state in the U.S. 5+ years of data privacy experience. 3+ years of information security experience. Strong expertise in HIPAA Privacy and Security. Excellent written, verbal, analytical, problem solving, and presentation skills. Strong interpersonal skills, ability to work with all levels of management across all functional areas. Strong leadership, analytical, and strategic planning skills, with the ability to effectively manage in a virtual team environment. Proven experience navigating a matrix environment with time sensitive deliverables. Proven communication skills with the ability to present information in a variety of different formats to all levels across the compliance function and the broader organization. Demonstrated ability to think strategically and to support company-wide initiatives. Anticipates customer needs and proactively develops resolutions to meet them. Results-oriented self-starter. Strong process and project management skills.

Preferred Qualifications: Experience with NIST standards, particularly NIST 800-53. Experience providing legal counsel in any of the following areas: personnel security, information security, Privacy Act, DoD regulations, or health care compliance. Professional certification as CISSP (Certified Information System Security Professional) CIPP/US, CIPP/G, CIPP/IT (Certified Information Privacy Professional) or equivalent.

Director of Risk Management. This position in a university-based health care organization directs the operations and strategic planning of human resources, customer/patient services, and financial management for assigned units of operations in supporting the goals and mission. The incumbent acts as a catalyst between departments, faculty, physicians, and staff to ensure continuity, and quality of service. This position has no responsibility for providing care to patients. Responsibilities: Direct the Clinical Risk Management Program, including the functions of risk identification and evaluation, performance improvement to reduce risk and improve patient care systems, litigation support, clinical risk management, claims management, program administration, and risk management education and collaboration with staff, physicians, insurers, and legal counsel. Serve as Chair of the Risk Management Committee, which reviews critical risk issues. Also responsible for coordinating those systems necessary for identification, evaluation, monitoring, reduction, and/or elimination of professional risk exposures. Work with the Chief Financial Officer to manage the financial status of the self-insurance funds.

Legal Consultant. A large Medicaid managed health care provider seeks a Legal Consultant. This position provides a unique opportunity to work in a managed care setting handling health care fraud/abuse and compliance matters. Responsible for researching and interpreting regulatory, contractual, and Medicaid/Medicare policy related to the provision of health care services. Communicates with providers or providers' counsel regarding Special Investigations Unit investigative findings and generates reports documenting content of discussions. Assists investigators and auditors in the process of collecting/preserving evidence to help develop strong case referrals to local/state/federal partners involving suspect health care providers. Assists with negotiating payment disputes relating to physician practices and a wide array of health care businesses, and with the defense of payer investigations of health care providers. Manages correspondence between the Special Investigations Unit and the Legal Department and/or outside counsel, as well as state Program Integrity Units, Medicaid Fraud Control Units, and/or Health and Human Services Office of Inspector General. Prepares pleadings, written formal complaints, and memoranda.

Experience/Education: 1-3 years Paralegal/Health Care preferred. Master's degree and JD preferred. Knowledge and experience in health care regulatory compliance, Medicaid/Medicare, and managed care plans. Solid working knowledge of fraud and abuse laws, including Stark, Anti-kickback, and the Federal False Claims Act. Ability to conduct factual inquiries and identify legal issues. Ability to conduct legal research and analysis. Strong negotiation skills.

Medical Regulatory & Reimbursement Process Manager. A prominent hospital is seeking a Medical Regulatory & Reimbursement Process Manager. Primary responsibilities include researching, analyzing, and interpreting Medicare and other governmental payment policies, compliance, and reporting issues for both hospital and clinic entities across the hospital. Also, serves as technical subject matter expert on issues specific to physician billing, coding, cost reporting, medical education, transplant services, and various other Part A and B related issues. Position will interact with administration, physician leadership, finance, revenue cycle, and other operational personnel. Deals with sensitive issues with government offices, collects comments and writes letters on behalf of the hospital for state and federal legislative changes. This position will analyze internal and external data and information requests, provide research for Medicare and other governmental payer rules and regulations, and support Medicare Part A and Part B compliance efforts. Will serve as a liaison with Medicare contractors, state agencies for Medicaid, and other government agencies as applicable.

Basic Qualifications: Master's degree in health care, business administration, finance, or accounting, and/or CPA, with 3 years' experience in Medicare regulations/reimbursement; a JD with 2 years' experience in Medicare regulations/reimbursement; or a Bachelor's degree with 7 years of Medicare regulations/reimbursement experience.

Other Qualifications: Part A Medicare Regulatory and Reimbursement Process Managers must have high level of Medicare cost reporting experience. Previous external consulting or auditing experience working with a clinic, hospital system or integrated delivery system is desirable. Requires a high level of administrative skills. Qualified candidate needs to have outstanding communication skills, demonstrate excellent team building skills, be assertive and highly motivated, have a positive attitude, and be able to work independently.

BUSINESS

Analyst – EEO Investigator. One of America's premier transportation and logistics companies is seeking an Analyst – EEO Investigator. Responsibilities: Assists EEO Managers with all aspects of EEO compliance functions for customer departments of the company. Conducts internal EEO investigations. Specifically, reduce risk and liability to the company under federal, state, and local anti-discrimination statutes by conducting thorough internal investigations of employees, managers, and executives that have allegedly violated these statutes. Provide administrative support to EEO Managers by researching and gathering evidentiary documentation to support company government charge responses to federal and state agencies. Assist EEO Managers with supporting the Law Department with litigation efforts. Provide training to impact employee behavior and establish practices for building a discrimination-free workplace. Accountabilities: Assists EEO Managers in resolving federal EEOC, OFCCP, state, and local charges of discrimination by providing administrative support to EEO Managers preparing the company's official position on these matters. Resolves internal complaints of discrimination by thoroughly investigating the full range of Title VII issues, and advising on action plans necessary to establish discrimination-free work environments. Manages cases in the company's power law database, and communications with the company's Ethics and Compliance function to ensure EEO cases are properly entered, and that all required fields are properly completed prior to case closure. Performs regular case reviews with EEO Managers to ensure proper disposition of internal cases. Assists EEO Managers with conducting proof analyses of cases to include an assessment of the pertinent laws/regulations, facts, and evidentiary matters of high-risk and complex cases for the purpose of directing investigative efforts and resources. Perform case reviews of high-risk internal cases with EEO Director and law department. Collaborate with EEO Managers to ensure all the Departments within the company receive timely, accurate, and relevant advice on EEO matters. Assist EEO Managers with gathering data and formulating slide deck presentations for regular reviews of EEO data with Regional Vice Presidents.

Required Qualifications: A Bachelor's degree. 2 years' experience in EEO managing formal charges filed through government enforcement agencies including charge investigation, response, and resolution. 1 year of experience in application of employment law and government guidelines in a multi-state business environment.

Preferred Qualifications: A JD is preferred. 1 year of experience in training including training course facilitation and/or training course design. 1 year of experience in human resources generalist experience in employee relations, talent management, performance management, recruiting, staffing, or closely aligned work functions. Proficient communication skills including business writing and giving business presentations. Proficient analytical and problem-solving skills. Licensed to practice law in the state of the work location or eligible to apply for license. Certified as a PHR or Professional in Human Resources.

Anti-Money Laundering Institutional Securities Group Analyst. The global Anti-Money Laundering (AML) Group of a major financial services firm is seeking an analyst for its Institutional Securities Group (ISG) AML group. The AML Group coordinates day-to-day implementation of the firm's enterprise-wide Anti-Money Laundering Program and required regulatory reporting. The global AML Group provides advice and counsel to the business units and employees world-wide regarding their AML, economic sanctions, and anti-boycott compliance obligations. The group also develops and/or assists in the development of appropriate policies and procedures, including those designed to assist the business units to know their clients and conduct appropriate due diligence, and to prevent, detect, and report potentially suspicious activity. This Analyst reports to the Deputy Head of ISG AML. Primary responsibilities:

- Daily review and analysis of surveillance items flagged as potentially suspicious transactions for exceptions.
- Assisting in the investigation, drafting, and filing of Suspicious Activity Reports.
- Review of outgoing wire payments exceptions generated as possible matches on sanctions and prohibited persons lists as well as other lists. Review will include evaluation and analysis of payments to determine whether to approve, investigate, or reject the flagged items.
- Conducting client due diligence in various third-party and internal databases.
- Ongoing reviews and monitoring of client accounts for potential matches to adverse media alerts, designated sanctions targets, and prohibited persons lists.
- Assisting with compliance with USA Patriot Act requirements (e.g., CIP, Foreign Bank Certification, Section 312) relating to certain of the firm's business sectors.

Qualifications: 4 year-college degree with outstanding academic credentials. Excellent written and verbal communications skills, attention to detail, and strong time management skills. Developed investigative skills — inquiry and analysis, interviewing, testing, organization, and presentation (both written and verbal). Ability to interact in a mature and professional manner with a variety of individuals. General knowledge of investing and markets and the ability to research or must have demonstrable ability to learn and adapt quickly. Ability to handle a fast-paced environment with minimum supervision and successfully meet established deadline requirements. Ability to interact with branch and business unit personnel and to be willing to receive and apply feedback on work product from supervisor.

Skills Desired: At least 3-5 years' experience working for a U.S. broker-dealer. Compliance and/or regulatory experience, with knowledge of the financial service industry, regulatory requirements, and experience in analyzing business risk and best practices. ACAMS certification preferred.

Associate Attorney Consultant. A national consulting firm focused on being the voice to the middle market of American businesses seeks an Associate Attorney Consultant to join its team. The Associate Attorney Consultant will work in a team environment alongside some of the best in the business including fellow attorneys, accountants, engineers, and scientists to identify and substantiate cash-generating tax incentives that strengthen American businesses. This is a great opportunity for JD's to utilize their technical and law backgrounds in a business transactional–consultative role. This role directly benefits clients and truly affects their bottom lines. Responsibilities:

- Identify, analyze, and qualify value-oriented benefits for companies.
- Substantiate results on consulting projects through presentations and written reports.
- Assist in analysis of client data (both financial and technical).
- Execute site visits in order to conduct client interviews and gather and review client documentation.
- Research relevant technical topics related to clients.
- Provide technical writing reports.
- Provide insight in order to benefit from applicable credits and incentives.
- Consult with CPAs and the C-level suite on tax incentive credits and related business process.
- Collaborate as an internal partner with quality control, client relations, accounting, and tax controversy on any pending client issues.

Minimum Qualifications: JD degree. Ability to travel 20-30% within the US. Excellent written and verbal communication skills. Strong analytical and organizational skills. Ability to articulate and relay information in an effective and efficient

manner High sense of urgency, with the ability to meet deadlines. Proficiency with Excel and Microsoft suite of products. Maintain highest level of confidentiality. Preferred Qualifications: 2-3 years' experience in a legal or business role.

Associate Director, Intellectual Property. An emerging biopharmaceutical company focused on the discovery, development, and commercialization of protein therapeutics to treat autoimmune and inflammatory diseases is seeking an Associate Director, Intellectual Property. The Associate Director, Intellectual Property (IP) will be responsible for strategy development and legal support related to the company's intellectual property to include management of the company's patent estate. Additional responsibilities include the periodic review of external developments related to the company's patent position and the review of all relevant agreements to assure their compliance with company IP procedures and policies, and to optimize value to the company. Essential functions/ responsibilities:

- Advise company on legal matters related to intellectual property.
- Conduct/manage periodic review of external environment, including freedom-to-operate searches, competitor analysis, identification of potential licensors, and collaborators.
- Identify intellectual property assets generated within the company, develop and recommend strategies to optimize value, and take appropriate legal or regulatory action to realize optimal value.
- Manage the IP portfolio to achieve maximum protection for intellectual property assets and maintain the company's reasonable freedom to operate.
- Manage all patent prosecution activities, internal and external, including management of outside patent counsel.
- Act as company's primary point of contact with the U.S. Patent and Trademark Office, or appoint appropriate outside counsel or patent agents.
- Review all relevant contracts and agreements to ensure compliance with company's IP procedures and policies, and consistency with company's IP goals.

Requirements: Registration with the U.S. Patent & Trademark Office. JD preferred. Scientific background, preferably a PhD in a biological or chemical field. 5 years of previous IP experience in a corporate or law firm setting, including application drafting and exposure to strategic management of a patent portfolio.

Associate, Tax Knowledge Management. A prominent audit, tax, and advisory firm is seeking an Associate, Tax Knowledge Management, to join its National Tax group. Responsibilities:

- Input content for partner dashboard, create daily newsletters, assist users with creating service line newsletters and templates, upload content to tax sites and categorize appropriately and tag with metadata.
- Communicate effectively with field professionals and partners, maintain ongoing relationships with functional group representatives, provide guidance and support on how to effectively deploy/use tools and liaise with content owners to help ensure timely maintenance of content.
- Monitor email boxes for content submissions, feedback, and requests, process requests accordingly, liaise with technical support on issues related to performance of internal tax sites and external tax research platforms and develop and maintain internal process guides for tax knowledge management tools.
- Assist in development and maintenance of practice pages on the tax portal, collaboration team sites, or other online solutions including creative image design, and provide recommendations and guidance to Tax practice

groups to create new practice pages.

- Develop and prepare communications, help materials, online videos and simulations, and guides on tax knowledge management tools and provide training to administrators, end users, and support groups on tools and applications.
- Prepare presentations, charts, diagrams, reports, and related documentation to assist in analyzing business problems and defining solutions

Qualifications: Minimum one year of experience working in knowledge management, information services, negotiations or related role within a professional services firm or similar environment. Bachelor's degree from an accredited college or university. Proficiency in Microsoft Office Suite applications including Word, Excel, PowerPoint, and Outlook.

Microsoft SharePoint site administration skills including page creation and editing, document library and list creation, web part views creation, document uploading, tagging, and user permissions. Experience with or knowledge of HTML, web design, graphic design, collaboration tools, and content management systems and online simulation creation preferred. Attention to detail and a high degree of organization. Strong analytical ability and writing skills. Ability to work on multiple projects at the same time with different managers and to proactively communicate progress of projects.

AVP — Compliance. A global company providing credit ratings, research, tools, and analysis that contribute to transparent and integrated financial markets is seeking an AVP — Compliance. The AVP — Compliance will work in an evolving regulatory environment to assist the Compliance Department in developing and effectuating the company's internal investigation process. Responsibilities include:

- Lead and assist in conducting detailed confidential investigations into alleged violations of policies, procedures, laws, and regulations.
- Train new staff members in conducting investigations.
- Write investigation reports and supervise others in investigation report writing.
- Review business records, emails, and other material to address investigative issues.
- Serve as mentor to staff members in investigative issues.
- Assist in the preparation of presentations and training materials and take on a portion of the delivery of training sessions.
- Assist in the provision of investigation-related information for regulatory reporting and reviews.
- Assist in preparation of periodic compliance reports for internal use and board reporting.
- Handle administrative tasks relevant to the function.
- Participate in ad-hoc compliance projects and other tasks as assigned by more senior Compliance officers.

Qualifications: At least 5 years' relevant work experience in financial services compliance and/or investigations. Prior financial services regulatory/government experience preferred. Ability to work independently and as part of a team in resolving complex matters. Strong planning and interviewing skills. Excellent written and oral communication skills with the ability to interact with senior management. Must be highly organized with the ability to multi-task and meet tight deadlines. Strong interest in compliance work. College degree required. Law degree a plus.

Business Affairs Executive. A prominent online business seeks a Business Affairs Executive to negotiate deals, rigorously evaluate alternate deal structures, anticipate issues, and efficiently communicate status and tradeoffs with the rest of the internal team including development, production, and legal. For context, at a traditional television

production company, this role might be titled “Director, Business Affairs.”

Basic qualifications: Bachelor of Arts/Bachelor of Science and MBA or JD. 5+ years in entertainment deal-making representing or working on major scripted production company or network.

Preferred qualifications: Deep understanding of media business models. Ability to understand and devise new models that work. Deep interest in technology and innovation.

The successful candidate must be enthusiastic, enjoy working hard and getting things done, and demonstrate sound judgment even in ambiguous situations.

Business Development Executive – eDiscovery. A growing eDiscovery company seeks a Business Development Executive. In this high-profile role, the Business Development Executive will initiate and manage direct sales efforts with targeted corporations and law firms to increase revenue. Sales activities are broad-based and include prospecting, cold calling, networking, and public speaking. The Business Development Executive will facilitate continuing legal educational courses and conduct off-site seminars and presentations at prospective or current customer sites. The Business Development Executive is responsible for attaining assigned revenue and account development objectives by driving sales initiatives with corporations and law firms. The Business Development Executive will focus on developing relationships with clients to win projects involving forensics, early case assessment, predictive coding, hosting, e-data processing, and other traditional litigation support solutions. Essential functions:

- Generate new client leads through prospecting and marketing efforts.
- Call on corporate counsel, C-level executives and law firms to sell solutions forensics, early case assessment, predictive coding, hosting, e-data processing, and other traditional litigation support solutions.
- Consistently qualify, generate, and execute on opportunities in coordination with Sales Management. Complete all aspects of the sales cycle (proposal through closure of sales).
- Represent our company at industry trade shows.
- Contribute to the growth of existing client business.
- Meet set quotas.
- Maintain and update sales progress reports according to agreed timeframes.
- Work closely with Solutions Engineers, Project Managers, and Professional Services to deliver computer solution for the client.

Desired skills and experience: 3-5 years’ successful ediscovery/litigation support sales experience a must. Outstanding relationship building skills. Proven track record in hunting new business and supporting an existing client base. Ability to achieve and exceed targets while working under pressure. Excellent written, oral, and presentation skills. Ability to travel for qualified business opportunities and trade shows. Knowledge of the EDRM Model. Strong client management skills and consultative abilities.

Compliance Manager. A company that is a leader in the fast-growing category of connected health and fitness products is seeking a Compliance Manager. The company seeks a bright, passionate, and dedicated individual to join its Compliance team in continuing to enhance its company’s security and compliance programs. The position will include working closely with Security, Operations, Engineering, and Executive Management. Key responsibilities include management of the company’s various compliance programs, security policies, and representing the company’s security and compliance posture to potential customers. It also includes responsibility for managing official security and

compliance-related projects. Responsibilities:

- Manage the certification and accreditation activities including ISO27001, HIPAA/HITECH, SSAE16, Cloud Security Alliance Framework, FDA, EU Privacy, and Safe Harbor.
- Oversee and enforce the IT common control framework to ensure alignment with IT policies, standards, and regulatory requirements.
- Oversee and enforce data privacy standards for Corporate Wellness enablement for Security & Compliance — work with Sales, Customers, and Prospects to establish and explain company security.
- Assist in security and compliance responses to RFPs and lead customer-driven security evaluations.
- Oversee, implement, and enforce IT Security Policies and Standards.
- Establish and manage the security risk assessment for new and ongoing projects, advising on architectures and security controls.
- Manage ongoing Security awareness initiatives for company Personnel.

Qualifications: Bachelor's degree in technology related discipline. 5+ years' experience in information compliance, risk management, or security. 2+ years' management experience to include leading information security and compliance teams. 2+ years' management experience to include leading information security and compliance teams. Deep understanding of one or more industry and/or compliance regulations —PCI-DSS, HIPAA, ISO 27001, FedRAMP, SSAE16, FDA, International Privacy requires (Europe, EU Privacy, PAC Rim including Safe Harbor). Established compliance monitoring and incident response experience. Highly effective oral, written, and interpersonal communication skills. Strong listening and presentation skills necessary to understand, communicate with, and persuade a wide range of audiences. In-depth knowledge of information security audit, risk management, and policy compliance. Knowledge of security tools and solutions such as firewalls, IPS, encryption, and security monitoring, etc.

Strongly preferred certifications: CISA, CISSP, PMP.

Compliance Specialist. A leading online company seeks a Compliance Specialist to work as a paralegal on restricted and regulated products. The Specialist will research, analyze, and synthesize complex federal and state regulations and help attorneys and the business make decisions based on that analysis. The Specialist will implement and administer processes and policies that apply the regulatory requirements to product listings. There is a significant project management and workflow coordination component to this role.

Qualifications: Must have strong prior work experience, a flexible attitude, and great organizational skills. In addition, must be a strong written and verbal communicator, with great attention to detail, and must be able to work independently in a constantly changing and sometimes ambiguous environment. This role also requires common sense, great judgment, and a sense of humor. The position involves working with attorneys, business owners, and external parties. Basic qualifications are 5+ years of prior work experience or a JD, with a Bachelor's degree required. Preferred qualifications include experience researching, analyzing, and synthesizing federal and state regulations; prior work experience with a law firm, corporate legal department, or government agency; and prior experience in reviewing, drafting, and negotiating the legal terms of a broad range of standard commercial contracts.

Computer Forensics Specialist. An information technology staffing and recruiting firm seeks a Computer Forensics Specialist to work on projects for law firms and business clients. This is a high-pressure position, and the ideal candidate has worked on multiple projects at one time with multiple TB of data at a time. Intimate knowledge of all

areas of computer forensics within the eDiscovery forum necessary for consideration — other types of projects will not be considered. The Specialist must also have deep knowledge of the chain of custody process for evidence handling — any law enforcement background is a plus. Outstanding communication skills required — both written and verbal since this position has direct contact with both internal and external stakeholders on the projects. Experience with Computer/Data Forensics and eDiscovery software, such as Relativity, Concordance, Clearwell, and Summation required — any related certifications are a plus. BS degree required; MS or JD preferred. We will consider candidates at various levels from a couple years of experience to project management level.

Contract Analyst. A leading company serving the life sciences industry seeks a Contract Analyst. The position is responsible for a wide range of activities primarily supporting the Microbiology Division Sales team. This person will collaborate with sales, finance, legal, and customer service to manage the contracting process for national, local, and government accounts. Responsibilities include contract review and drafting, bid and quote preparation, contract compliance audits, reporting, and analysis of sales proposals and quotes. Essential functions:

- Act as an advisor for any legal government or business related contracting or formal bid issues. Coordinate and review contract terms with company's legal department consistent with business direction.
- Assist sales in the preparation of proposals for new contracts or modifications and renewal of existing contracts.
- Review and assist with preparation of customer proposals and financial models consistent with business guidelines and approval policies.
- Demonstrate ability to operate independently with broad general guidance against a framework of defined business objectives.
- Must be able to work cross-functionally and effectively influence and partner. Must relate well to all kinds of people, listen, and build constructive relationships. Must show creativity and innovation in presenting ideas and problem solving.
- Must be able to accomplish detailed tasks and drive projects and activities to successful conclusion, operating with a high sense of urgency.

Skills, abilities, and qualifications: Excellent analytical, organizational, interpersonal, and written and oral communication skills. Detail-oriented and able to handle multiple projects at the same time. Proficient with Microsoft Excel, Word, Outlook, and PowerPoint. Understand finance principles. Goal-oriented, highly motivated with demonstrated success in meeting departmental goals for business and accuracy of contracts. A strong intellect, drive, and analytical skills.

Preferred education and experience: BA /BS degree in Business Administration, Finance, or related field required. JD preferred. Demonstrated proficiency in compiling and analyzing financial information. Significant experience in contract negotiation preferred. Experience in a business/finance or contract administration role with diverse responsibilities is preferred Knowledge of diagnostic/medical products and markets preferred.

Non-negotiable hiring criteria: BA /BS degree in Business Administration, Finance, or related field required. Proficient with Microsoft Excel, Word, Outlook, and PowerPoint.

Contract Manager. A company that is a global leader in the world of power generation, power transmission, and rail infrastructure and sets the benchmark for innovative and environmentally friendly technology seeks a Contract

Manager. The Contract Manager has leadership responsibility for commercial-related aspects during both the tendering and project execution phases for assigned projects. The Contract Manager is to provide legal/commercial analysis of customer specifications, requests for quotations, contract documents, and all related commercial, legal, and technical documents for business conducted between the company and its customers and suppliers. Essential responsibilities:

- Review and analyze customer specifications and bid documents in order to identify potential commercial/legal risks.
- Negotiate terms and conditions directly with both customers and subcontractors in conjunction with the tendering and supply chain management teams.
- Proofread and prepare contract and various other legal documents for signature and assist with the drafting and preparation of proposals.
- Assist in the preparation of Risk Log Files for internal risk review meetings.
- Assist the businesses in determining prime contract flow down terms and conditions for incorporation into supplier and subcontract agreements.
- Provide advice and recommendations to the Project Manager and other functional Project Team members regarding contractual and commercial implications of potential project strategies, decisions, and commercial settlements.
- Provide contract management support and contract analysis during project execution including, but not limited to, the preparation of contract claims, reservation of rights letters, and other documents necessary to enforce the company's rights and remedies under the contract.
- Provide support with respect to claims preparation and warranty.
- Provide functional representation in addressing commercial matters with customers and consortium partners.

Education: Bachelor's degree in business or related field (required). JD (a plus).

Knowledge, skills, and abilities: 5+ years of contracts-related experience (preferably in the private sector). 5+ years of experience in writing and negotiating sales and subcontract agreements (preferably in the power industry). Exceptional oral and written communication skills. Ability to identify and analyze basic and complex commercial and contractual risks. Advanced negotiation skills. Competent in MS Word, Excel, and PowerPoint. Claims management experience is preferred. Ability to pass pre-employment drug screen and background check. Authorization to work in the US without any further action from the company.

Contracts Negotiator. A Contracts Negotiator is sought by a company that powers over half a million premium hosted Exchange mailboxes alongside thousands of VoIP lines and cloud-based servers. This role reports directly to the General Counsel and provides a wide variety of contract support to sales/business development (both direct enterprise and channel agreements), finance (procurement contracts for hardware, software, facilities), corporate development (acquisitions), and marketing and operations (IT). Essential duties:

- Contract review, negotiation, execution, and maintenance for a variety of contracts, including customer and partner services agreements, sales agreements, vendor agreements, and confidentiality agreements.
- Analyze contracts to ensure compliance with contract specifications, company policies, and business terms.

- Collaborate with management to ensure all business issues are successfully resolved and accurately reflected in contracts (i.e., schedules, exhibits, etc.).
- Collaborate with interdepartmental teams (sales, finance, operations, legal) to ensure risk areas are identified and mitigated.
- Facilitate the contract approval and execution process.
- Develop and maintain contract database for tracking amendments, renewals, and expirations.
- Coordinate with Security and Operations personnel to respond to data preservation requests and legal enforcement subpoenas.
- Various legal and compliance related special projects as needed.

Qualifications: BS/BA with 4+ years of contract negotiation, contract administration, and/or paralegal experience; or equivalent combination of education and experience. Must be detail-oriented, highly organized with excellent verbal and written communication skills, and the ability to operate independently in a dynamic, fast-paced environment. Experience supporting a high-volume software services and application enterprise with SaaS business model is preferred. Paralegal experience in a large law firm and in-house highly desirable.

Contributor/Online Course Creator. A legal start-up is looking for a few dynamic M&A attorneys to help create and review their first few online courses, which are designed to help lawyers learn the practical legal and professional skills needed on the job. This is a chance to be involved on the ground floor of a company that is helping to change the industry. The assignment involves helping to define, write, and/or review scripts and related materials for short courses covering introductory M&A matters. This is a short-term project, with the potential for a continuing relationship. The company is looking for course creators and course reviewers. Minimum of 6 years of M&A practice experience required for course creators and a minimum of 8 years of M&A practice experience for course reviewers. Am Law 200 experience preferred.

Corporate Governance and Executive Compensation Advisor. A Corporate Governance and Executive Compensation Advisor is sought by a global company that partners with compensation consultants, law firms, and solicitors to help corporate issuers design and disclose executive compensation programs, prepare for equity plan proposals, review shareholder rights plans, and assess governance risks. This is a client-facing role that will provide consultative services centered on executive compensation and corporate governance to company Corporate Solutions clients in the US and Canada that are outside advisors to publicly traded companies: compensation consultants, law firms, proxy solicitors, and others. In addition to developing a robust knowledge set to assist these clients on complex matters, you will use the company's proprietary data and tools to help these entities understand how to evaluate and mitigate shareholders' perceptions of governance risk. This position reports to the lead advisor to the company's Corporate Solutions' outside advisors practice. Day-to-day responsibilities include:

- Analyzing client data and drafts of SEC filings to identify potential sources of concern to shareholders in equity compensation plan proposals.
- Providing insights to clients on a wide range of executive compensation and corporate governance topics impacting director elections, say-on-pay proposals, charter and bylaw amendments, shareholder rights plans, shareholder activism, governance risk ratings, and other matters.
- Training and supporting clients on the web-based platform tools that the company provides.
- Developing industry-leading intellectual capital on executive compensation and corporate governance topics.

- Participating on webinars, panels, and other public forums to communicate our unique intellectual capital and perspective.
- Supporting sales team members to identify prospective client needs and demonstrate the company's value proposition.

Skills:

- Customer service: Superior customer service ethic. Excellent relationship-building skills. Demonstrated poise and grace under pressure.
- Communication and presentation: Exceptional ability to immediately establish credibility with clients. Ability to conduct substantive discussions with clients. Ability to present professionally and authoritatively. Excellent written and oral communication skills.
- Analytic: Facility with reading and interpreting legal documents and SEC filings. Extreme attention to detail. Strong analytic skills. Superior problem-solving skills. Ability to learn technical subject matter quickly. Intellectual curiosity and dedication to mastering complex resources. High proficiency in distilling massive amounts of data. Proactive in turning to others for assistance when required.
- Management: Effective time management skills and ability to meet deadlines. Excellent organization, multitasking, and prioritization skills. Demonstrated initiative and resourcefulness. Superior judgment. Ability to work independently.

Requirements: BA degree in finance, business, economics, statistics, or a related field with an exceptional performance record; MBA or other related graduate degree preferred.

Minimum 3 years of relevant work experience, preferably in management consulting, law, corporate governance, or executive compensation. Technical comfort (including the ability to quickly team and train on customized computer applications).

Corporate/Securities Legal Ninja. A high-tech company that builds software platforms that help human experts perform powerful, collaborative analysis of data at scale seeks a Corporate/Securities Legal Ninja. Corporate/Securities Legal Ninjas are the legal backbone of the company's equity and corporate governance team. First and foremost, you'll be an all-star contributor to the Legal Ninja team and to the company as a whole — working on every issue the company faces, from negotiating partnership agreements with Fortune 500 companies to working on regulatory, intellectual property, employment, and international issues. However, you'll also be a specialist, spending a considerable amount of your time working on corporate/securities issues, and interacting directly (and frequently) with our General Counsel, CFO, and CEO. You will focus much of your time on financings, securities filings, board matters (including attendance at board meetings), and general stock/option administration. You will be independently negotiating complex deals and then crystallizing agreed upon terms in a written contract. Responsibilities:

- Advise on a multitude of often complex equity and securities issues (including financings, mergers and acquisitions, etc.)
- Corporate governance for the company and its subsidiaries.
- Lead contract drafting and negotiating.
- Assist in management and day-to-day administration of company's equity portfolio.

Requirements: 2-10+ years as a corporate/securities attorney at a top firm or in-house (a combination is even better). BA/BS with a strong academic record from a top university. JD from a top law school. Exceptional communication and

interpersonal skills. Experience with venture-backed financings, M&A, corporate governance, board matters, and stock option administration. Extremely well organized with a proven ability to multi-task in a fast-paced environment. Strong attention to detail. Available during nights and weekends as needed. Great sense of humor. Preferred: Experience in a start-up or high-tech environment. Passion for technology.

Data Privacy Compliance Program Manager. A company that makes virtual computing solutions that help people work and play from anywhere on any device is seeking a Data Privacy Compliance Program Manager. This Manager will join a team responsible for supporting the company-wide privacy compliance programs. Reporting to the Senior Director of Privacy and Compliance, this role will have primary responsibility for supporting the company's file sharing and documents cloud line of business. Primary responsibilities:

- Work with product management, marketing, engineering, and data security personnel during product development to ensure that the company's file sharing and documents cloud products and services are in compliance with applicable global privacy and data protection requirements.
- Responsible for conducting periodic and annual data privacy due diligence assessments, and risk assessments in support of annual SOC 2 privacy initiatives, TRUSTe seal and US/EU Safe Harbor programs.
- Serve as main point of contact with TRUSTe for share filing and documents cloud-related matters.
- Develop and maintain expertise in US and international laws, rules, and regulations related to privacy.
- Serve as privacy center of excellence subject matter expert.
- Contribute to the development of privacy and data security training and awareness materials and deliver trainings on data privacy topics.
- Respond to compliance questions and inquiries from customers.
- Travel — estimated at less than 15% including training and corporate events.

Qualifications and requirements: BA or equivalent. Certified Information Privacy Professional CIPP through the IAPP required; other relevant technical and/or industry certification a plus. Minimum 3 years of experience managing privacy programs, projects, policy development, cross-functional, and compliance initiatives in a global environment. Demonstrated expertise and knowledge of global privacy and data protection requirements (SOC2, HIPAA, Can-Spam, CASL, EU Data Protection Directive, US/EU Safe Harbor). Demonstrated experience working in technology sector, preferably in a SeaS environment.

Director for State Income Tax. A high-tech company seeks a Director for State Income Tax. The Director for State Income Tax will be primarily responsible for identifying and evaluating state income tax planning opportunities. This position will also research technical tax issues and legislative changes, analyze the impact to the company, and make appropriate recommendations. Additional responsibilities include managing the preparation and review of multi-state income tax returns as well as state provision for income taxes. Qualified candidate will possess excellent people skills with an ability and willingness to identify areas to assist the team. Summary of key responsibilities:

- Thoroughly and accurately analyze state tax information to identify, develop, and lead state tax planning opportunities.
- Monitor state tax legislation changes and analyze the impact to the company.
- Manage the preparation and review of multi-state income tax returns, estimate payments, and extensions.
- Manage the preparation and review of the state income tax provisions, including FIN 48.

- Perform due diligence and analyze the tax implications of mergers and acquisitions.
- Research and resolve technical state tax issues.
- Support state income tax audits.
- Drive process improvements to achieve operational efficiencies.
- Strong managerial skills with the ability to manage both internal and external resources effectively.

Preferred requirements: Bachelor's degree in accounting. CPA and/or Master's in tax, JD, or equivalent is preferred. 8+ years of relevant tax experience, with heavy emphasis on state and local tax. Strong state and local tax research skill. Proven experience with tax planning. Excellent verbal and written communication skills. High-tech corporate tax experience preferred.

Director, Strategic Alliances. A Director, Strategic Alliances, is sought by a publicly traded tech company that is transforming the way utilities relate to their customers by combining data management, insightful analytics, and behavioral science. One of the fastest growing tech companies in North America, this company now has a client base that includes more than 95 utilities in more than 9 countries. We are looking for a Director, Strategic Alliances to nurture and grow our partnerships with global consultancies like Accenture, Deloitte, Capgemini and PwC. The ideal candidate will be a strong strategic thinker who can initiate, develop, and build lasting relationships with our partners. We will expect you to be smart, passionate, and hardworking; experienced in dealing with systems integrators; and relentless about driving measurable results. Primary responsibilities:

- Develop and manage a pipeline of deals.
- Refine our joint value proposition to ensure success.
- Develop materials to support joint selling to clients.
- Engage sales reps both internally and at partner organizations to ensure that they have the information and motivation they need.
- Identify and develop strategies to deliver more value to the company and its partners through combined product and implementation strategies. Work with Product, Engineering, Operations, Analytics, and Marketing professionals to deliver against the strategies.
- Meet and exceed clear goals to help the company reach its sales targets.

Requirements: BA/BS from a top university and/or MBA or JD (preferred). Experience either working for or working with SIs. A natural relationship builder who creates strong working relationships, both internally and externally, and is able to use them to achieve your goals. We would prefer that you have sales or BD experience, but we do not require it. More experienced candidates will be eligible for higher titles. You function well in a fast-paced, informal environment where constant change is the norm and the bar for delivering results is set high. You are a road warrior and are comfortable traveling 60%+ of the time to meet with your current and prospective partners. Ability to clearly learn and then leverage the organizational structure of partner organizations, decision-making process, and market/regulatory influences within utility organizations. You are excited to carry a number and meet or exceed our goals for partner influenced sales.

Engagement Manager. A leader in legal process outsourcing seeks an experienced Engagement Manager to be responsible for the overall management of a Fortune 500 pharmaceutical client engagement. This will be a permanent, on-site, salaried position (no remote work) with benefits and paid company holidays. Successful applicants must be self-motivated with a proven track record of delivering professional services while working in a global team environment. The ideal candidate has experience working within multiple teams, handling multiple priorities, with the

ability to design and implement solutions. The Engagement Manager will work with business development and delivery teams to achieve specific growth targets for the client.

Basic qualifications:

- 7+ years of experience with consulting engagements or with a large consulting firm or specialty practice related to the outsourcing industry, or with a client in a relevant position such as contracts management.
- Strong presentation, verbal, and written communication skills with the ability to articulate complex ideas in easy to understand business terms to all levels of management including senior leaders.
- Expertise and knowledge in all aspects of the contract management life cycle from creation to execution and performance management.
- Experience with a variety of industry leading contract management platforms (Emptoris, Selectica, Salesforce, Ariba, SAP, Open Text, Oracle).
- Experience in organization transformation utilizing shared services, operational improvement, and outsourcing/offshoring.
- An understanding of global corporate contract and/or financial practices and goals — including drivers of process costs, ability to work with service providers to ensure effective commercial solutions and relationships, and agreed upon service level agreements.
- Delivery management experience, including managing teams at all project phases, successful client relationship management, and multi-project oversight.

Desired experience and traits:

- Financial services/Health care/Pharma experience.
- Practice development experience, including sales and marketing collateral development, IP development, and solution development.
- Business development and sales experience including prospecting, lead qualification, proposal writing, sales calls, and sales support.

Education requirements: Bachelor of Arts or Science degree in a technical or scientific field required MBA preferred. JD a plus.

Export and Legal Compliance Specialist. An Export and Legal Compliance Specialist is sought by a company that is a leader in Process Equipment technology. The Specialist is responsible for supporting both the Export Group and the Legal Department in connection with the company's world-wide compliance and contract management efforts. Because we work with controlled technology, this position requires a basic understanding of applicable US export laws and regulations, together with the related documentary requirements for the export of goods and services. In addition, the Export and Legal Compliance Specialist will assist the Legal Department, particularly with respect to contracts administration and other compliance initiatives. As a member of the company's corporate group, the Export and Legal Compliance Specialist will support both the Corporate and the various Business Units, and will work closely with members of the company's Order Management, Sales, Marketing, Supply Chain, Product Development, and Engineering and Technology Groups. The Export and Legal Compliance Specialist conducts a range of activities pertaining to export compliance and legal administration and must demonstrate extremely high ethical standards while assuming responsibility for the following:

- Support the authorization and clearance process for export transactions, while ensuring compliance with

applicable regulatory and company requirements.

- Performs transaction and customer screening, and properly vets third-party vendors, technology partners, contractors, and consultants.
- Helps prepare and submit Department of Commerce export license applications and commodity classification requests. Helps classify new products and technology.
- Helps oversee the management of company contracts, including monitoring contract milestones and expiration dates, while providing oversight to ensure compliance with policies, procedures, and organizational objectives.
- Assists in the performance of due diligence projects.
- Performs additional duties as assigned.

Qualifications: Bachelor's degree and a minimum of 5 years of relevant work experience required; an equivalent combination of training and experience may be considered. Strong and effective verbal, written, and interpersonal communication and customer service skills. Effective project management skills to handle multiple priorities. Self-directed and comfortable working in a fast-paced environment. Some knowledge and/or understanding of the following is a plus: Bureau of Industry and Security, Department of Commerce, U.S. Export Administration Regulations (EAR), Anti-boycott Regulations, and Deemed Export Regulations; Office of Asset Controls (OFAC) Regulations; Department of Commerce, Bureau of Census, Foreign Trade Regulations (FTSR), Automated Export System (AES). CUSECO Certification is a plus. A general understanding of fundamental legal concepts, including the ability to read and interpret commercial contracts is a plus.

Global Procurement Specialist. A leading online e-commerce business is seeking a smart, experienced, and entrepreneurial person to support its Data Center Global Services (DCGS) in its competitive bidding and vendor management efforts and to document, improve, and create tools or processes that recognize and address the needs in this area. The Procurement Specialist will collaborate with the team, the business unit, and the company to provide support throughout the contracting process and management of contracts post-execution — and will work with Legal, Finance, and other groups to ensure that contract terms are satisfactory and satisfied. The ideal candidate is a self-starter and a creative, critical thinker with an intense curiosity and learning drive. The candidate must also be an effective negotiator, leader, and communicator, able to work independently and generate high-quality work product in a collaborative, creative, ever-changing environment. Responsibilities:

- Function as a primary point of contact for our customers' competitive bidding needs.
- Create, distribute, and analyze formal solicitations for equipment and services.
- Monitor and report period expenditures to DCGS management for use in budgetary reviews.
- Create, improve, and document tools or processes that recognize and address customers' vendor and cost management needs.
- Assess and prioritize program needs based on business requirements, develop business case for new initiatives, and obtain project approvals.
- Collaborate with team, customers, and internal business partners to scale existing services and programs to additional domestic and international customers.
- Evaluate vendors based on financial statements information including industry comparisons and going concern validation.
- Work with the team to report team metrics, identify and develop additional or improved metrics to assess and

measure team performance and effectiveness.

- Support introduction of new technology and cost reduction efforts for goods and services.
- Perform other duties as required including, but not limited to, indexing, reconciliations, records management, testing, and documentation.

Basic qualifications: BA/BS from accredited university. 5-8 years as a contracts specialist or procurement specialist with demonstrated knowledge of contract administration and document management. Excellent written and oral communication skills and the ability to meet tight deadlines and prioritize workloads. Ability to translate large amounts of data into useful information and draw conclusions. Ability to communicate complex financial concepts to audiences with varied levels of fluency. Partnering with internal customers to positively influence spending decisions.

Demonstrable knowledge of basic accounting and finance issues. Creative, critical thinker with advanced analytical skills. Ability to work with technical and non-technical business owners to overcome obstacles and deliver results.

Preferred qualifications: Advanced degree (MBA, JD). Experience with process development and improvement.

Experience generating department-level documents for senior management. A job history showing increasing levels of responsibility. Experience in data centers, an infrastructure service provider, or similar technology company. A desire to grow professionally with a rapid expansion of the business and the role's responsibility.

Government Relations Manager. A triple-A rated regional wholesale bank is seeking a Government Relations Manager. This position manages the Bank's government relations activities including legislative and regulatory initiatives, representing Bank housing finance positions to key constituencies, and engaging in community outreach. Requirements:

- Knowledge at a level acquired through completion of a Bachelor's degree in political science, business, or related field.
- JD or MBA strongly desired.
- 5 years of progressively responsible advocacy and government relations experience, preferably in the financial services industry.
- Previous management experience is highly preferred.
- Excellent interpersonal skills, both verbal and written, to interact effectively with internal and external contacts in identifying and resolving complex issues.
- Comprehensive knowledge of political, legislative, and regulatory processes in order to effectively frame and present the Bank's interests in accordance with applicable laws, statutes, and regulation.
- Ability to promote non-partisan housing finance mission of the Bank and represent the Bank's interests before elected officials, the public, media, member institutions, and other constituencies.
- Strong research, social media, and PC applications skills, including proficiency in Word and Excel.

Health Compliance Summer Associate. A Health Compliance Summer Associate (intern) is sought by a benefits and human resources consulting firm. This position is a summer internship for an individual beginning or finishing year one or year two of a JD program. Associates will gain and use experience in both the technical and operational sides of compliance-related issues. Generally, the summer associate will work on compliance matters for the Health Compliance or Retirement Compliance Practice Leaders. In other cases, they may work on a project basis on a particular client-related compliance matter. Responsibilities:

- Projects may include researching and drafting memos on technical issues for the Compliance Practice Leaders; researching new regulations, legislation, or other policy developments.
- Preparing client-specific memos and documents.
- Other tasks as requested by the Compliance Practice Leader or National Compliance Staff.
- May be expected to attend both internal and external meetings.

Requirements: Enrollment in a JD program. Beginner knowledge of ERISA and related legislation and regulations.

Excellent communication skills (verbal/written). Excellent interpersonal/relationship-building skills and ability to collaborate with and positively influence others. Ability to quickly and effectively perform research involving federal and state legal issues.

Internal Control Analyst. The leading full-service transaction processing business in Latin America and the Caribbean is seeking an Internal Control Analyst. The Internal Control Analyst will assist in the development, implementation, and monitoring of the compliance policies and procedures. The Analyst will compile and analyze data on non-compliance events; provide first-level advice on responsibility to business areas; investigate and document incidents associated with fraudulent or suspicious activities; execute continuous monitoring and submit the corresponding reports; and evaluate, validate, and test the compliance risk indicators. The Analyst is responsible for understanding the implications and complexities of different rules and regulations applicable to the payment processing business.

Education and experience required: A Bachelor's degree in Accounting, Finance, Management, Economy, Computer Science, or Engineering is required. A Master's degree is preferred. A JD is preferred. At least 5 years of experience in the implementation of the internal control monitoring process including testing, walkthroughs, and interface with different groups or at least 5 years of experience monitoring compliance policies and procedures, risk management, quality assurance in a corporate environment is required. Bilingual (English and Spanish): excellent written and oral communication skills in English and Spanish are required. Strong technical competence.

Knowledge and skills required:

- Monitor the development of applicable laws, rules, and industry standards, and advise units as to their impact on the operations of the company.
- Assist with the development of an annual Compliance Regulatory Risk Assessment. Establish monitoring and self-assessment procedures to identify and manage compliance risks.
- Assist and support the Compliance Officer with the corporate compliance efforts, identifying areas of business where there is a risk of non-compliance and develop or enhance policies and procedures to reduce the risk.
- Work with the Compliance Officer to evaluate the key internal controls over all departments within the company to assess whether they are adequately designed, executed, effective, and adaptive.
- Assist the Compliance Officer and the business units in the development, implementation, and maintenance of the Compliance Program.
- Advise and assist units in the development of remediation strategies and timelines to address regulatory and IT findings from audits, assessments, and examinations. Follow up on the progress of the units.
- Test compliance adherence within certain areas on a more frequent basis to ensure the effectiveness of training and the implementation of new/revised procedures due to regulatory changes or identification of weakness through external or internal audits.

- Responsible for initiating and tracking compliance related projects. Maintain the database of all regulations tested, controls, findings and preventive measures or actions taken.

International Compliance Specialist. An International Compliance Specialist is sought by the world's largest online sports nutrition retailer. This Specialist will oversee compliance with applicable regulatory labeling requirements in the EU and other target markets, auditing and evaluating labels, interacting with outside consultants and vendors, developing processes as needed, and adhering to company policies and procedures. This individual will possess excellent communication, organization, and time management skills. The International Compliance Specialist will be tasked with regulatory compliance associated with labeling and selling food supplements/vitamins/nutritional products in foreign markets, primarily the EU. The International Compliance Specialist reports directly to the Global Compliance Manager and will be tasked with understanding the regulatory requirements in the EU and other foreign markets, as needed, ensuring vendors and private labels comply with applicable regulatory requirements.

Responsibilities:

- Oversee compliance with applicable regulatory labeling requirements in the EU and other key markets.
- Interact with vendors to obtain electronic copies of labels and assist with language conversion.
- Advise vendor and/or company regarding changes needed to make product saleable and compliant with regulatory label requirements in the EU and other key markets.
- Communicate with outside counsel, consultants, and partners as needed.
- Registration of company's private label products and assist with registration of third-party vendor products as needed in the EU and other key markets.
- Monitor compliance trends and changes to compliance requirements in the EU and other key markets.
- Maintain expertise and remain current on practices and developing changes within applicable regulatory agencies and analyze impact on business and advise others on regulatory and industry trends and recommend improvements to business practices.

Knowledge, skills, and abilities:

- Knowledge of harmonized EU regulatory law applicable to our product range, and national market variations in the UK and other EU member states and practices of the enforcement bodies including but not limited to the UK Food Standards Agency and EFSA.
- Strong interpersonal and communication skills. Ability to analyze regulations and case law, and dispense succinct compliance advice.
- Excellent oral and written communication skills.
- Demonstrate client development, communication, analytic, organizational, and implementation skills through successful development, implementation, and improvement of fundamental processes.
- Business focus and strong work ethic.
- Passion for understanding the business and making meaningful contributions to advance the business.
- Fluency in other languages an advantage, given the pan-European nature of the company's business.
- Adaptable, able to perform under pressure, willing to take on new challenges and develop expertise in new or unfamiliar areas.
- Proficient in Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.
- Knowledge of supplements, sports nutrition, and the health and fitness industry preferred.

A Bachelor's degree or equivalent is required, with excellent academic credentials from a reputed university. Experience in a similar role with regard to regulatory compliance in international markets is essential.

Investment Management Analyst. An Investment Management Analyst is sought by the Private Equity Group of a firm that is a global leader in financial services. The firm's three-year Analyst program provides exposure to the firm's multiple business areas within Investment Management. At the end of the program, top-performing Analysts will have the opportunity to continue at the firm as an Associate, pending business needs. First-year Analysts participate in the firm's world-class training program for five weeks with colleagues from around the world. In addition to learning the basics of the firm's business strategy and structure, Analysts will learn from senior management, review finance and accounting principles, improve their technical skills, develop proficiency with the firm's proprietary tools, and participate in networking events. Through the Analyst program, participants will complete interactive learning and development modules on topics including presentation skills, market and product knowledge, and personal branding. The responsibilities of the Analyst sought by the Private Equity Group include:

- Complete and/or RFPs, requests for information, due diligence questionnaires, quarterly/monthly client/consultant questionnaires, and ad hoc requests.
- Support with requests from client advisors, consultants, clients, and/or prospects.
- Assist in creating and updating all marketing collateral such as client and prospect pitch books, educational pieces, annual meeting materials, etc.
- Produce and distribute quarterly performance reports to clients and consultants.
- Develop innovative and creative ways to market investment products to investors.
- Keep abreast of the firm's competitors — how they are positioned and how the firm can best position/market its funds.
- Analyze client and market data to identify opportunities for the team.
- Identify and work on efficiency initiatives to help team continue to improve productivity.

Qualifications: GPA minimum of 3.2. Undergraduate degree. Proficient in Microsoft Excel, Word, and PowerPoint. Strong writing, communication, presentation, and analytical skills. Highly organized, detail-oriented, self-motivated, strong, positive work ethic, and comfort working in a fast-paced, demanding environment. Strong multi-tasking, time management, and interpersonal skills. Willingness to work in a team environment. Knowledge of private equity markets.

Legal and Compliance Global Risk Coordinator. A leading global financial services firm seeks a Legal and Compliance Global Risk Coordinator to join its Legal and Compliance Department. Primary responsibilities:

- Coordinating the global execution of the Risk and Control Self-Assessment for the Legal and Compliance Department.
- Analyzing the results of the risk assessment, including a quality assurance program.
- Designing and executing an analysis of Compliance Risk to identify trends, themes, and proposed actions.
- Designing and delivering reporting of results in a way that synthesizes complex data for senior management.
- Validating and refining risk assessment methodology.
- Training LCD on the assessment process.
- Coordinating with IT to design, build, and deliver the appropriate technology to support the program.
- Communicating the results of the assessment processes.

- Designing a process to review, validate, and respond to the controls assigned to the Legal and Compliance Department through the Risk and Control Self-Assessment process.
- Responding to the results of the Risk and Control Self-Assessment to senior Legal and Compliance Management.
- Developing enterprise solutions for the Compliance Risk Assessment to leverage and integrate with similar risk assessments.
- Maintaining the LCD Risk Assessment Procedures.
- Representing Compliance to various cross-divisional and strategic projects, including IT initiatives.

Qualifications: 7-10 years of experience in compliance, risk assessments, and/or the financial services industry. Strong critical thinking and solution development skills. Strong analytical and project management skills. Experience managing a team. Ability to summarize and report on complex data in a concise manner. Excellent written and oral communication skills. Ability to work with compliance technology teams to develop related systems and respond to their questions. Strong interpersonal skills and the ability to work with cross-functional teams across the firm globally and to interact with senior management and regulators directly. Demonstrated leadership ability/ability to work with global teams. Independent thinker as well as a team player. Strong skills in Microsoft Excel and PowerPoint and proficiency in SharePoint.

Legal and Compliance Lead, Financial Services Industry Group. A company that produces leading CRM software is seeking a Legal and Compliance Lead for its Financial Services Industry Group. Reporting to the General Manager of Financial Services, the L&C Lead will be responsible for driving a set of long-term investment priorities across the Service Cloud Business Unit. This role will be responsible for:

- Deep understanding of the Legal and Compliance requirements of the industry both in the US and internationally.
- Create the L&C Strategic vision and plan for the industry.
- Work with the extended L&C team to articulate the vision and create the documents that communicate the vision and detailed positioning of the company on Security, Legal, and Compliance matters specific for the industry.
- Own the communications plan for L&C for the industry throughout the company.
- Identify the L&C gaps and develop the requirements for the company to implement to close them; work with the extended team to produce the implementation plan.
- Together with the L&C team, be the voice of the company to the industry-specific regulators globally.
- Together with the L&C team, prepare the standard RFP responses for L&C questions.
- Together with the L&C team, support the RFP teams with industry-specific L&C responses.

The skills and experience required for this role are:

- 10+ years' experience of Legal & Compliance work in the specific industry.
- In-depth understanding of technology and L&C issues for the industry, both in the US and internationally.
- Experience developing L&C compliance frameworks and responses for software and cloud providers to regulators, customers, and prospects.
- Experience with issues relating to cloud-based solutions and how to overcome them.
- Experience working with product teams to create roadmap items that will satisfy the L&C requirements and

driving them through implementation.

- Extraordinary communication skills, both written and oral, able to write customer-facing responses to L&C issues, as well as represent the company in industry L&C panels and environments.
- First-hand experience dealing with financial regulators.

Legal Conference Producer. A producer of professional conferences is seeking Legal Conference Producers to research, develop, and execute educational business events for senior-level executives. Ideal candidates will be energetic, enthusiastic, and quick learners who possess excellent multi-tasking and organizational abilities. We're looking for employees who will thrive in an entrepreneurial environment, where you'll be able to learn a lot and make a major contribution. Specific responsibilities include:

- Conducting telephone and in person research within a target market to develop conference agendas.
- Analyzing research and using critical thinking to develop commercial conference programs that meet the stated needs of the market.
- Identifying, inviting, and confirming appropriate speakers for conferences.
- Meeting established deadlines.
- Writing marketing copy for promotional conference brochures and other mailing pieces.
- Conducting ongoing research within an assigned area to further your industry knowledge and develop potential new conference ideas.
- Establishing and maintaining relationships with key professionals, industry leaders, senior executives, and media within relevant vertical markets.
- Servicing customers in a professional, service-oriented manner during execution of daily work and on-site at conferences.
- Attending and overseeing conferences, including providing opening introduction, speaker assistance, and support.
- Researching and providing the marketing department with strategic information required to market conferences, including detailed information on the target market both in terms of industry sectors and disciplines and geographic markets, relevant industry associations, industry publications, and competitive events.
- Providing the sponsorship department with strategic information on potential sponsorship opportunities. Providing ongoing support to sponsorship as required.
- Working with and supporting a cross-functional team on an ongoing basis to ensure successful marketing and sponsorship of conferences.

Skills/Competencies: Conceptual ability to rapidly develop competent knowledge on diverse topics. Ability to conduct in-depth research via telephone, in person, and using print and electronic media, including: excellent networking and information gathering abilities; good listening skills; strong analytical and critical thinking skills; and ability to break down complex concepts, make logical comparisons and identify underlying patterns and connections. Excellent interpersonal skills, with the ability to communicate with and relate to all levels both within and outside of the organization with an engaging, professional, and diplomatic demeanor and a customer service focus. Superior oral and written communications skills. Time and priority management skills necessary to complete work within established timeframes, including excellent organizational skills and multi-tasking abilities; being deadline and results-oriented; being self-motivated and able to work both independently and as part of a team; and being enthusiastic with a strong

desire to succeed. Ability to analyze ideas from a commercial perspective; strong attention to detail; creativity, resourcefulness; and an innovative approach; and comfortable with risk and uncertainty.

Employment requirements: Bachelor's degree. Law degree is a plus. At least 2 years' business experience, preferably in international trade or law. An ability and willingness to travel internationally and in the US (20% travel). An ability to speak a second language is a plus (in particular Chinese, Portuguese, or Spanish).

Legal Contracts Manager. A global leader in the embedded software industry is seeking a Legal Contracts Manager. Responsibilities of the position include:

- Negotiate and review a wide range of aerospace and defense sector technology RFPs and agreements with US Government prime contractors and directly with the US Government, including software licenses, professional services agreements, and statements of work, non-disclosure agreements, and other commercial contracts.
- Work closely with Legal team members, and with internal clients such as the company's sales, services, export compliance, finance, and other business owners to implement, train, and supervise US Government contracting compliance policies and processes.
- Serve as internal point of contact for US Government Contracts Compliance Program.
- Escalate transactional and legal compliance issues to Legal Director or outside counsel and maintain government contracts transactional playbook.
- Conduct various legal projects and other duties as assigned.
- Must have a solid understanding of software licensing and related issues in the context of US Government contracting. Experience with open source software a strong plus.
- Minimum of 7 years of experience negotiating software licenses and related technology and services agreements with the US Government and US Government prime contractors.

Qualifications: The position is ideal for someone with a strong background in software licensing and US Government contracting who seeks a diverse set of challenges and enjoys the opportunity to regularly develop new skills. The successful candidate must: possess good judgment and the ability to make decisions that balance the important business and legal priorities of the company; have excellent oral and written communications skills as well as superior time management and organizational abilities and attention to detail; have proven ability to handle difficult situations, multiple projects, and solve problems creatively in a fast-paced work setting; be a collaborative team member and have the ability to work effectively with Legal colleagues; and have superior interpersonal communications skills and a sense of humor.

Legal Operations Manager. A legal software technology company seeks a Legal Operations Manager to handle different types of corporate and securities filings; research filing requirements and develop internal processes to handle filings with optimal efficiency; create publicly accessible DIY templates for various filings; execute all aspects of filings, including communicating with customers, filing agents, and secretaries of state; and share customer support responsibilities with the founders. This position is a great fit for a corporate paralegal who is looking to leverage the experience at a cutting-edge startup, as well as acquire experience in business operations. Bonus points if you can code. The position is remote, so you can work from home or anywhere else. The hours are also flexible — you'll work harder than at a 9-5 business, but with more flexibility. Desired skills and experience:

- Very ambitious self-starter, comfortable with minimum supervision — if there are filings you've not done

before, you will be solely responsible for determining how to do them.

- Technology savvy and efficiency-oriented — there will always be manual work for filings, but you will also be responsible for developing processes and using our software to make them as efficient as possible.
- Experience qualifying companies to do business in various states.
- Significant experience making securities filings.
- Exceptional client skills — you should be offended by the poor quality of customer support from most companies.

Legal Operations Manager. A Legal Operations Manager is sought by a solar power company. The Legal Operations Manager will be fully responsible for the development, implementation, and administration of systems and processes for the company's legal department. Responsibilities:

- Develop and implement systems and processes to scale legal functions that coincide with the company's rapid growth.
- Implement and drive technological initiatives of various software systems used by the legal department, including eDocs/OpenText document management system, DocMinder task management software, Contract Express contract creation and document assembly software, SharePoint, Kayako customer service ticketing system, Dropbox, e-signature, and Serengeti legal matter management and billing software.
- Expert in system configuration with skill set to strategize on how to expand use of existing systems and troubleshoot for future development.
- Develop, manage, and implement communications approach, strategy, and program for trainings and internal/external department communications.
- Manage migration of and ongoing tracking of all company contracts and associated metadata to DocMinder or other contract management system.
- Implement and lead administration of data-based reporting functionality from various software systems.
- Develop and implement new hire on-boarding processes for legal department.
- Manage automation of priority, high-volume contracts to drive efficiency.
- Develop process to maintain repository of documents and templates for company clients.
- Interface and build relationships with the company's various departments and employees, ensuring that their legal needs are met efficiently.
- Develop training and professional development programs for legal team and trainings for other departments on legal issues.

Qualifications: College degree in related field required. 5-10 years of experience with legal department management and associated software systems required. A love for the "plumbing" of legal departments and striving to better and more efficiently meet the needs of a rapidly growing company. Results-driven, has a strong sense of urgency and is able to drive results. Fast-paced, yet detail-oriented. Business-minded and comfortable in an environment where ROI matters. Comfortable rolling up his/her sleeves and being hands-on. Able to effectively interact with, influence, and collaborate with other members of the company's organization. Strong communication skills and the ability to work well with others. Comfort in an entrepreneurial environment where demands and priorities change rapidly. Robust organizational and time management skills. Ability to manage multiple internal clients. Ability to efficiently prioritize and multi-task. Comfortable in an egalitarian, collaborative environment where the executives sit in cubes. Self-motivated, innovative thinking and a commitment to teamwork. A great sense of humor. Excellent customer service skills required. Must be

able to successfully pass a pre-employment criminal background check.

Legal Operations Manager, Law Firm Relations. The Legal Department of a company that specializes in the processing of online payments seeks a Legal Operations Manager, Law Firm Relations to join its Legal Operations team. The ideal candidate will be someone who is very tech-savvy, customer service-focused, and detail-oriented, and who has the diplomatic presence to have difficult fee discussions with our most long-tenured outside counsel partners from diverse cultures around the world. This person will be encouraged to innovate and build upon current processes, working closely with the senior attorneys in our in-house Legal/Government Relations Department. Primary job responsibilities will include:

- Leading our vendor management program with the aim of reducing spend, maximizing savings, improving the on-boarding process for new firms, and helping manage our firm roster.
- Negotiating over-arching retention agreements with our firms as well as matter-specific fee arrangements in partnership with attorneys managing the matters. Conducting RFPs where appropriate.
- Providing creative thinking to help identify and develop cutting-edge strategies for reducing outside legal spend while maintaining excellent legal representation and optimizing engagement practices with our law firms.
- Staying abreast of industry trends. Analyzing outside counsel billing practices against in-house guidelines. Maintaining and updating outside counsel billing reference guides and related tools.
- Partnering closely with eBilling administrator on process improvements, system enhancements.
- Identifying, collecting, and reporting on key performance indicators and metrics on a global basis that are meaningful and relevant in ascertaining the legal team's spend management performance.
- Working cross-functionally with professionals in Legal, Finance, IT, and others.
- Documenting and automating spend management workflows using various technologies (e.g., RFP process).
- Providing project support to department's Outside Counsel Management Committee.
- In-depth understanding of law firm billing and pricing practices; in-depth knowledge of the process for engaging outside counsel including key value drivers of outside counsel engagements for large, multi-national companies.

Qualifications: Bachelor's degree required. 5+ years of total work experiences in Legal billing/pricing environment, with minimum of two years in law firm billing/pricing department. Experience working with large, in-house legal team preferred. Attention to detail, excellent time management skills, and ability to multi-task and prioritize required. Technology-savvy, including proficiency in Microsoft Office applications, especially Excel; familiarity with legal technology (e.g., Serngeti, TyMetrix, T360, or other eBilling tools). Proactive approach to recognizing needs, solving problems, anticipating issues. Demonstrable experience with alternative fee arrangement cost modeling. Intermediate understanding of litigation/transaction matter life-cycles. Excellent statistical analysis skills of complex data sets related to outside counsel engagements. Strong project management skills. Ability to handle high level of complexity and eagerness to learn new things. High level of professionalism and ability to be a consummate team player with excellent judgment.

Legal Specialist, Discovery Operations. A company that is a global leader in the online, digital world seeks a Legal Specialist, Discovery Operations to work in the company's legal department. The focus of this role involves managing and improving existing processes as well as creating new processes and overseeing their implementation.

You will also manage and organize information and documentation for the benefit of the teams which they support to improve the efficiency and effectiveness of the team and act as an expert and thought leader in a high-impact area. The role includes interacting with multiple groups within the Legal Department, with internal clients across the company, and with external parties. The role may include people management. Responsibilities:

- Assume responsibility for day-to-day data collections, processing, analysis, quality control, and other specialized tasks.
- Work with paralegals, litigation team, e-discovery team as necessary to ensure delivery of industry-standard requirements for data collection, processing, and production.
- Apply analytical skills and leverage existing methodologies/technologies to support the Discovery Team.
- Develop scripts and customized applications to fulfill various needs of the Discovery Team in areas of data collections and process improvements.

Minimum qualifications: BA/BS or equivalent practical experience. 5 years of experience with litigation support within a law firm or a litigation support vendor. Experience in scripting languages including but not limited to Java, Python, and Shell Scripting.

Preferred qualifications: Experience with LAW, Concordance, Summation, Recommind, Nuix, Relativity, or other litigation document management system. Knowledge of document review management applications, data manipulation, data conversion, and data analytics. Strong proficiency with the company's apps and in the usage of Apps Script. Proven track record of working with large data sets in a logical, mathematical way. Ability to handle multiple tasks under challenging conditions and to work as a team player. Excellent problem-solving ability, verbal and written communication skills, and strong logical reasoning abilities.

Manager, Anti-Money Laundering Investigations. A Manager, Anti-Money Laundering Investigations, is sought by a company that is the premier post-trade market infrastructure for the global financial services industry. This position will work in the company's Compliance Department and is responsible for managing and overseeing all aspects of the company's transaction monitoring program and investigation and reporting of cases escalated to FIU, coordination of Suspicious Activity Report (SAR) filings, and ensuring the company's adherence to legal regulatory and compliance requirements as they relate to surveillance activities for all lines of business and across all functional areas of the company and its subsidiaries. Principal responsibilities:

- Take ownership of identifying and mitigating risk within assigned areas of responsibility and of supporting risk mitigation across the company.
- Assess existing processes and suggest enhancements and new processes that most effectively anticipate, manage, and reduce risk to the company and its clients.
- Maintain regulatory awareness and competencies that create a risk management mindset in the organization.
- Manages team of FIU analysts responsible for the review, research, and resolution of alerts and cases.
- Manages various surveillance, monitoring, and investigation activities with respect to the transaction monitoring program.
- Supports Director with coordination of the design, development, and implementation of new anti-money laundering monitoring scenario rules, the testing and implementation of surveillance systems, and the optimization of rules for existing scenarios.
- Performs other special projects and assignments as requested.

Experience: 5+ years of financial services industry experience in Compliance, Legal, or regulatory functions. 3+ years of experience managing and evaluating an AML compliance or transaction monitoring function.

Knowledge and skills required: Strong and proven management skills. Strong organizational time management and project management skills. Excellent writing skills and meticulous attention to detail. Excellent verbal and written communication skills. Ability to work independently with limited direction from management. Ability to manage multiple priorities across varying functions. Knowledge of AML laws and securities laws and related regulatory requirements. Good understanding of automated rules-based alert scenario development and optimization. Strong investigative skills and knowledge. Familiarity with alert analysis and case investigations processes. Superior knowledge of and proficiency with using mainframe and PC-based applications. Strong technical and analytical skills using Excel to perform complex analysis, and proven ability to synthesize detail and information related to day-to-day operations into the presentation of key points and trends. Degree in law, criminal justice, or business-oriented discipline. JD preferred. AML Compliance Certification a plus.

North America Governance Proxy Research Associate. A North America Governance Proxy Research Associate is sought by a company that is a leading provider of governance services that support engagement among institutional investors and corporations through its research, proxy vote management, and technology platforms. This is a temporary, full-time, entry-level position that is an excellent opportunity to learn about corporate structure and shareholder rights, to research publicly traded companies, including their boards of directors and executives, and to work at the forefront of the emerging field of corporate governance. This will be a particularly valuable experience for those wishing to pursue careers or graduate study in business, law, public policy, or financial services, among others.

Desired skills and experience: Bachelor's degree required. Strong analytical writing and research skills (emphasis on qualitative analysis). Excellent English writing and editing skills. Computer proficiency and typing skills. Ability to comprehend and summarize complex subjects. Careful attention to detail. Ability to work effectively under tight deadlines. Willingness to learn. Genuine interest in areas of corporate law, economic, finance, public policy, and governance is helpful. Desire to work in a professional, fast-paced atmosphere with other bright people is a must.

Project Manager, eDiscovery. A Project Manager, eDiscovery is sought by a computer forensics, computer investigations, expert witness and electronic discovery technical services company. Essential job functions:

- Responsible for the planning and execution of auto-indexing and electronic data processing projects including data conversion, database creation, and data deliveries and quality control.
- Communicate with clients to create the right workflow; understand client deadlines and allocated budget for each project.
- Provide clients, production team, and sales team with daily project updates regarding the data inventory and processing status.
- Support sales in product demonstrations, explanation of technical issues with clients.
- Responsible for converting data and creating load files for client-specific software packages such as Opticon, IPRO, Summation, and Ringtail, etc.
- Responsible for tracking all aspects of assigned projects and maintaining accurate data for billing purposes.
- Work directly with software development team in order to enhance our proprietary project management workflow system.

- Create project outline forms, user manuals, and other documentation for firm's propriety project management workflow system.
- Train clients, staff, and outside vendors on the use of the firm's proprietary production and review tools.
- Responsible for managing overseas support staff on large utilization projects and the in-house processing of small utilization projects.
- Investigate and resolve project complaints as well as facilitate solutions.
- Reports directly to the Production Manager/Director of Client Services on project status.

Requirements: Bachelor's degree. Strong technical writing skills, client confidentiality, analyzing information, communicating processes, excellent follow-up skills. Strong organizational skills, project management, attention to detail, and technical aptitude. Experience in a legal and electronic discovery environment.

Purchasing Contracts Compliance Officer. The world's largest manufacturer of fully automatic automobile transmissions seeks a Purchasing Contracts Compliance Officer. This position includes the management of processes specific to Supply Chain/Procurement compliance with the Federal Acquisition Regulations (FAR), International Traffic in Arms Reduction Regulations (ITAR), Public Law and Purchasing Systems across all sites. The position supports Global Purchasing for compliance to procedures and coordinates or is the primary contact for internal and external audit activities to Purchasing (government audits, internal controls, etc.) — including data collection, audit responses, corrective action effectiveness review and associated audit records, Participation with corrective action resulting from audit non-compliances is vital. The position also supports the Defense Business Team with timely distribution and completion of Purchasing assigned deliverables related to new program and engineering change (Opportunity Scenarios) activities on current and new products, and represents Purchasing as Purchasing Program Manager for Defense Business Team.

Skills and abilities: Broad depth of procurement knowledge as it relates to US government or supplier contracts. Extensive knowledge and experience with FAR, DFAR, EAR, USS, and ITAR regulations. Ability to train about and communicate complex regulations to audiences of varied levels of expertise and ability to articulate complex concepts in a manner readily understood by most participants. Very high level of analytical capability; synthesize data into information that it is understood and actionable. Ability to read and interpret contractual documents to include the FAR, DFAR, EAR, UCC, and ITAR. Expected to self-motivate and pursue duties with little direction. Ability to deliver under tight deadlines. Strong computer skills: Microsoft Office products and experience within an ERP. Strong communication skills.

Requirements: Bachelor's degree or equivalent procurement experience. 1-3 years of directly related Contracts Administration/Management experience, preferably in a manufacturing environment. A working knowledge of FAR, DFAR, EAR, ITAR, and UCC as they apply to small business rights in hardware, processes, and data is desirable.

Preferred qualifications: JD or paralegal certificate. Knowledge of the military procurement process. Certified ITAR Professional (CIP). Technical degree or experience.

Records Management Officer. A bank seeks a Records Management Officer. Essential functions:

- Develop and communicate the strategic vision and direction for corporate document retention and destruction policies for both paper and electronic records.
- Work with partners in Compliance, Enterprise Risk Management, Enterprise Quality Control, Internal Audit, and

Business Units to ensure that records management policies and procedures are well understood and followed.

- Serve as day-to-day contact for enterprise in responding to questions related to records retention and other areas of expertise.
- Develop, maintain, and update corporate retention and destruction schedules for all corporate records; develop FIM policies, processes, and tools; maintain and update RIM SharePoint site.
- Work closely with partners throughout the enterprise to provide direction on issues that impact records management policies and procedures. Advise and consult on the effective implementation of document management systems, content management systems, knowledge management systems, imaging systems, records and file management applications, and other technologies for the storage and retention of company records to ensure that records retention and information governance requirements are incorporated in the system design.
- Recommend systematic technology solutions for automating life-cycle management of electronically stored information. Work with IT to develop and implement appropriate procedures for managing electronically stored records.
- Establish relationships with business units to ensure RIM compliance and identify areas in need of enhancement. Advise on operational and compliance responsibilities relating to the life-cycle management of corporate records regardless of media or format and develop and implement effective training for employees on records management systems.
- Stay informed of state, local, and federal laws affecting records retention.
- Assist with the retrieval of records, as appropriate, to meet legal requests for documentation, records of information; partner with litigation attorneys, IT, and others to create and maintain automated legal hold and collection processes.
- Review legal industry and trade association updates for best practices and emerging applications and methodologies.

Minimum qualifications: Knowledge of laws and regulations applicable to the various record types created and maintained in a corporate setting, and the ability to research updates to such laws and regulations. A strong understanding of technology as it relates to records and information management, including systems for creating, storing, and organizing electronic information and software, and RIM database management tools and related technologies. Proficiency with electronic records databases, including archival and back-up mediums and other business systems. Highly developed verbal and written communication skills, including excellent presentation and persuasive skills necessary to effectuate change across the organization and to foster a culture of commitment to high-quality records management. Self-motivated with the ability to work independently and drive projects through completion. Ability to build effective relationships with all functions and levels in the organization. Ability to effectively facilitate a cross-functional team to achieve common goals. Must have the ability to lead projects with great level of confidence while always demonstrating diplomacy, courtesy, and respect. Ability to work accurately and efficiently under pressure and to be a problem solver.

Training and experience: Bachelor's degree required; JD preferred. Minimum of 1-3 years of progressive records management experience working in a large corporation (financial services/banking services preferred) with a sophisticated records management program. Experience directly overseeing a RIM program required. Demonstrated experience in leading and completing RIM projects. Demonstrated experience facilitating cross-functional teams across lines of businesses and business units. Past experience implementing tools and systems to manage corporate records and information, including systems to automate governance of company information. Certification as a records manager

(CRM) preferred. Experience in Six Sigma or Lean preferred. Project Management certification preferred. Proficient with MS Office, MS Access, MS Project, MS SharePoint, and web-based applications. Demonstrated project leadership experience, system support, and training.

Senior Director, Public Policy. A Senior Director, Public Policy, is sought by a leading cable television, Internet, and entertainment company. Core responsibilities:

- Identify emerging public policy issues and opportunities and their business impact to the company.
- Develop company's positions and key messages on policy issues.
- Perform research analyses and prepare policy reports and talking points to support company's policy position.
- Work with Legislative, Regulatory, External Affairs, and Corporate Communications teams to build public and opinion-leader support for the company's positions.
- Work with internal and outside experts in engineering, economics, and other disciplines, and with trade associations, think tanks, and academics to develop sound policy analysis.
- Engage company's business units regarding public policy issues and develop comprehensive plans to address them. Represent company at external events.

Minimum requirements: JD or advanced degree in policy or economics. 5+ years' policy experience. Combination of private and public sector experience preferred. Wide-ranging substantive expertise and strong analytic skills in public policy issues affecting the communications, tech, and media sectors strongly preferred. Demonstrated ability to write and speak clearly and persuasively to a variety of audiences is essential. Track record as a strong and effective leader and collaborator in addressing public policy issues. Proven track record building coalitions and working effectively with advocacy organizations and think tanks. Excellent research and analytic skills. Ability to manage multiple projects and meet deadlines with consistently high-quality work product. Approximately 10-20% travel.

Senior Employee Relations Risk Consultant. A leading global investment firm seeks a Senior Employee Relations (ER) Risk Consultant to partner with corporate business units, HR centers, and international HR employee relations counterparts to develop, implement, and maintain global HR employee relations programs, policies, and procedures. Responsibilities include:

- Serve as a project manager/lead for initiatives led by HR Policy & Risk; projects will be organizational employee relations related risk initiatives that are regional (US) and/or global in scope.
- Provide consultation to HR centers on situations that pose a high global employee relations risk/impact requiring legal guidance.
- Drive global HRD employee relations related policies, programs, procedures, or processes; partner with HRD regions as appropriate.

Qualifications: Bachelor's degree in human resources or other business-related field. JD or Master's degree in employment law is desirable. Minimum 8 years' progressive human resources experience with emphasis in employment law, employee-related risk mitigation, and development of employee related policies (minimum 5 years' progressive HR experience for candidates with a Master's degree in human resources). Experience working in a project management role is desirable. 4 years of experience working in a project team environment. PHR, GPHR, or SPHR preferred.

Senior Privacy Manager. A leading tech company known for its Internet sites and search engine is seeking a Senior Privacy Manager to join its Privacy, Policy, and Data Governance team — a dynamic cross-functional organization responsible for building and maintaining user trust in the company. This position is the operational lead guiding global data policy development and implementation across the company. The ideal candidate will have demonstrable experience working within large organizations across multiple teams to achieve common goals taking all perspectives into account while driving to collective objectives. You must demonstrate a deep and broad understanding of Internet technologies (e.g., HTML, JavaScript, database structures, and the product development process). You can distill very complex issues into straightforward, easy to understand recommendations that can be conveyed both in writing and verbally. Your day:

- Serve as a point of contact for Privacy team, including providing guidance to business units in the third-party data sharing approval process, managing meeting agendas, documenting group meetings, and maintaining the group's internal website.
- Manage the policy development and recommendation process for all retention and data sharing, including the identification and management of policy stakeholders.
- Coordinate the review, presentation, and communication of new data policies, and help to prioritize data categories without existing retention policies.
- Manage first stages of policy implementation process and hand off to implementation teams.
- Create and monitor records of third-party data sharing relationships, including assisting with the developing and review of contractual language.
- Develop a policy and budget for risk-based monitoring and enforcement of contractual terms and conditions related to data sharing.

Qualifications: BA or BS in either a technical field, e.g., software engineering, information systems, etc., or a policy degree, JD, public policy, etc. 4 years of experience in project, policy, and/or product management in highly technical environment with strong ties to policy and legal compliance, at a mid-level for a company with significant or dedicated online presence.

Sourcing Manager. A financial services firm composed of premier retirement, investment, and insurance companies is seeking a Sourcing Manager. Responsibilities:

- Recommend and implement commodity specific sourcing strategies to achieve corporate objectives and cost savings targets. Drive action across functional organizations and across business units to affect policies, practices, processes, and procedures having an impact on expense and profitability.
- Provide technical direction for procurement and contract activities for assigned commodities.
- Lead or participate in cross-functional teams to develop, or assist in the development of, sourcing strategies on a domestic, regional, and, as appropriate, global basis covering commodities across a broad customer base.
- Lead the development and execution of sourcing strategies, including commercial negotiations, for high complexity, high risk transactions. Understand spend analytics required to support the strategic objectives.
- Act as a commodity resource to organization across multiple functions, divisions, and geographic locations.
- Interact with internal/external customers at all levels of management to support resolution of high complexity business issues requiring a balance of assertiveness, tact, business acumen, and diplomacy.
- Other duties as assigned.

Qualifications: Bachelor's degree or equivalent required. Advanced degree (MBA/JD) preferred. Minimum 6 years' extensive, broad-based experience in contracting and strategic procurement. Demonstrable prior experience in procurement or professional services, consulting, and business process outsourcing. Experience in actuarial and HR services sourcing a plus. Comprehensive knowledge of business principles such as project management, business and contract law, licensing, intellectual property, financing, and accounting. Strong technology skills. Working knowledge of Ariba eProcurement system or other integrated purchasing system a plus.

This individual must be able to effectively negotiate pricing, legal, business terms, and conditions with suppliers, financing institutions, consultants, and service companies, primarily on a domestic basis. Strong interpersonal oral and written communication skills are required, and general team building and project management skills are essential. Must also have strong contract drafting skills.

Strategic Advisor. An independently owned investment firm seeks a Strategic Advisor to join its Strategic Advisory team — a group of specialists, often attorneys, who create and/or implement customized solutions to individuals and families. Paired with a Private Client Portfolio Manager, a Strategic Advisor is responsible for developing and executing plans on a wide range of issues in coordination with a client's outside advisors. Duties and responsibilities:

- Provide strategic advice for a broad array of individual, family, and trust portfolios.
- Manage client relationships in coordination with the Private Client team.
- Create and/or actively participate in the development of strategic advice for clients firm-wide in coordination with the Strategic Advisory and Private Client Portfolio Management teams.
- Maintain active contact with known referral source relationships and prospects and proactively develop new business opportunities.
- Develop opportunities with existing clients to provide additional services and manage additional assets.
- Contribute to the development of prospect presentations and ongoing marketing materials.
- Coordinate presentations of the firm's strategic advisory capabilities for prospective clients and their advisors.
- Participate in the development of new ideas, planning, and execution of Private Client business development strategies with senior management and other team members.
- Demonstrate and implement knowledge of strategic tax planning as well as various asset classes and investment management styles, asset allocation techniques, and investment strategies.
- Operate independently with a high level of direct responsibility, while maintaining strong ties to the Strategic Advisory team.
- Participate actively in the development and analysis of new strategies for clients.
- Act as self-starter capable of managing long-term relationships, and initiating and cultivating new client relationships.
- The goal is to develop the confidence and trust necessary to develop deep and lasting client relationships and to pursue prospective new business opportunities.

Requirements: Bachelor's degree required; JD or CPA preferred. Individuals must be well-versed in a broad range of strategies and should have an understanding of the investment disciplines recommended as part of the solution set. A high level of sophistication and flexibility in understanding and implementing planning strategies. Must be able to convey a consultative approach to client relationship management and business development, and display a broad knowledge base to clients and referral sources.

Personal attributes: Must be dedicated to the “client first” principles of the firm and possess uncompromising personal integrity. Must be a passionate advisor who is creative, innovative, and possesses a high level of familiarity across a broad range of advisory topics. Possesses high analytical expertise tempered by a strong relationship building mentality. Exhibits strong interpersonal flexibility. Is self-motivated. Is always a team player. Has strong interpersonal skills. Maintains ability to deal effectively with a wide variety of people. Exhibits excellent communication skills, both verbal and written. Demonstrates success in developing new business.

Strategic Business Development Leader. A leading online company seeks a Strategic Business Development Leader to:

- Take the lead to identify, evaluate, negotiate, and manage partnerships that can involve marketing, content, commerce, and technology components.
- Evaluate the economic and strategic cost-benefit of partnerships.
- Lead cross-functional teams including Product, Operations, Engineering, Legal, Finance, Tax, Accounting, and senior management to execute on the relationships.
- Develop best practices to foster, manage, and track opportunities.
- Support the strategic objectives and interests of the company’s business teams on a global basis.

Basic qualifications: Bachelor’s degree. 5+ years of end-to-end business development experience identifying, developing, and negotiating successful partnerships such as large-scale marketing deals, complex digital media transactions, and strategic technology relationships.

Preferred qualifications: Demonstrated ability to think strategically and creatively while applying sound business judgment and quantitative analytics. Thought leader with a solid understanding of the key business drivers and customer dynamics in the digital media, commerce, advertising, mobile, and high-tech industries. Excellent oral and written skills to communicate complex issues and influence others internally and externally. Strong interpersonal skills and ability to gain respect of senior management and external executives. Self-starter who can excel in a fast-paced and fluid environment. Competency with Internet and mobile technologies. Passion for big challenges and a good sense of humor. MBA/JD preferred.

Strategic Negotiator, Network Acquisition. A company that is a global leader in the online, digital world seeks a Strategic Negotiator, Network Acquisition, to work behind the scenes with the Strategic Negotiation team to secure infrastructure for the company’s future — everything from underwater cables to finding data center space. In this role you combine your deep market knowledge with tech industry savvy to find solutions that support the company’s growth. You’ll work with specific teams to oversee vendor and partner relationships. You’ll also ensure that the company receives contract compliance on its third-party agreements, while identifying the most cost-effective solutions for the company’s needs. Responsibilities:

- Collaborate with internal business and networking technical teams to identify and define strategic initiatives necessary to meet the company’s ongoing needs for both expansion and cost reduction.
- Build strategic relationships with vendors; identify unique opportunities for partnership or expansion with these teams. Determine specific routes and partnerships that meet commercial, technical, and timing requirements.
- Identify and negotiate agreements with vendors providing wavelength, dark fiber, and colocation services

(terrestrial and undersea networks).

- Lead partnerships in tandem with the company's legal team.
- Communicate progress internally and collaborate with network deployment teams.

Minimum qualifications: BA/BS or equivalent practical experience. 4 years of experience in optical networking technologies, including experience with strategic negotiations and/or business development obtaining services from high-technology providers in the areas of colocation data centers (space and power), dark fiber, network transport, Internet transit, and telecom construction services. 3 years of experience with partnership development and negotiations, and vendor management.

Preferred qualifications: BA/BS in technology, engineering, science, or economics; MBA or JD. 6 years of relevant work experience, including experience negotiating in North America. Solid understanding of domestic and global carrier networks. Working knowledge of the fundamentals of optical networking: Fiber optics and DWDM technologies. Excellent analytical and problem-solving skills, including financial analytics. Willing to travel, up to 30% possible.

Tax Planning Manager. A major US-based retailer seeks a Tax Planning Manager. Responsibilities:

- Develops, manages, and implements domestic tax efficiency projects related to business activities.
- Identifies tax efficiencies while assisting business units in achieving their business objectives.
- Provides technical knowledge and expertise in analyzing federal and state income tax issues.
- Coordinates with multiple departments within the company.
- Ensures compliance with company policies and procedures and supports company mission, values, and standards of ethics and integrity.

Qualifications: Advanced degree (MBA, Master's of Taxation, JD, or LL.M). CPA. 2 or more years of researching and analyzing tax laws. Retail experience or tax planning experience is a plus.

Technical Contracts Manager. A company that is a global leader in the online, digital world seeks a Technical Contracts Manager to be a technical representative working closely with product, legal, and business development teams to define, negotiate, and approve contracts between the company and its strategic partners. Responsibilities:

- Advise business development and technology management teams, as well as legal, on risks around technical solutions and service-level commitments.
- Review and approve technical contract terms from business development, licensing, and legal counsel.
- Work with key stakeholders to create, draft, and communicate implementation standards to facilitate smoother operations and improve decision making.
- Develop standard and fallback contract terms to help streamline the contract review process.

Minimum qualifications: BA/BS in computer science or related technical field or equivalent practical experience. 2 years of hands-on experience in Internet products and technologies. Experience in SML, HTML, JavaScript, and/or Unix/Linux.

Preferred qualifications: MBA or JD. 5 years of hands-on experience in Internet products and technologies, with excellent written and oral business communication skills. Previous experience drafting, reviewing, and approving contracts or statements of work. Excellent project management and multi-tasking skills. Ability to work well in a cross-functional team environment. A strong sense of focus and excellent attention to detail while working in a very fast-paced environment.

Technical Project Manager. A premier staffing provider of professionals seeks a Technical Project Manager. This position oversees one or more Project Coordinators in the Client Services department. Superior client communication skills, both verbal and written, are required. A Project Manager (PM) must meet critical client requirements, including but not limited to the following key areas:

- Project Financial Requirements — Provide timely and accurate budget/estimate review and management, monthly revenue forecasting, and monthly invoice review.
- Project Execution & Resource Management — Continually monitor, evaluate, and guide project staff to meet project deliverables on time, within budget, and at the highest quality standards.
- Staff Development (Project Coordinators) — Constantly applying performance standards and training to develop staff and build a high-performing team of industry experts, passionate people managers, critical thinkers, and strong problem solvers.
- Process Improvements — PMs should consistently be looking for ways to improve company processes and procedures to more profitably deliver services to our clients.
- Economic Objectives — PMs are expected to meet billable hour goals and oversee that similar targets are met for their direct reports.

The PM is directly or indirectly responsible for recruiting, training, supervising, and evaluating department staff and establishing programs to ensure that department staff members are well-trained and supported. A critical component of the job is to manage and resolve difficult client situations. Succession planning and building a strong talent pool is required.

Qualifications: Extensive project management experience is required. Professional PMP certification through the Project Management Institute is preferred. A strong technical orientation, excellent computer skills, exceptional planning and organizational skills, and a keen attention to detail are all required. Candidates with prior banking or financial service industry experience will be strongly preferred. Prior client service/project management experience is also preferred. Outstanding communication skills are required. Our clients are predominantly lawyers. Successful candidates will possess an understanding of the legal services industry coupled with a strong ability to communicate effectively with lawyers. A Bachelor's degree is required. A JD or MBA or similar advanced degree is preferred.

Title Analyst. A major petroleum company is seeking a Title Analyst to work with landmen, technical, and outside professional firms in the confirmation and analysis of legal title to determine ownership, and to thereafter clear title for the conduct of drilling operations. The position will require engagement with management to understand priority and explain risk profile of legal and title curative matter. Responsibilities:

- Determining title risk of proceeding with investment, and securing management understanding and appropriate endorsement.
- Communication of key ownership elements to stakeholders and technical professionals.
- Independently analyze and interpret applicable petroleum contracts and joint venture agreements.
- Independently develop resolutions to disputes of issues, with appropriate management endorsement.
- Proactively research, interpret, and deliver factual information necessary to conduct operations.
- Participate in continuous process improvement efforts at the desk level.
- Develop and cultivate effective working relationships with internal and external stakeholders.
- Keep current on applicable state laws, regulations, and statutes.

- Ensure thorough, accurate, and complete compliance with petroleum contract terms and obligations.
- Ability to balance multiple competing priorities and customers/stakeholders in a constantly changing environment.
- Ability to work against high job demands with an aggressive drilling program.
- Become proficient in the company's Title Management System as well as various land related databases and applications for US Onshore Titles.
- Effective teamwork with many functional entities (legal, abstractors, brokers, landmen, property analysts, and technical professionals).

Requirements: Bachelor's degree in Petroleum Land Management, Energy Management/Commerce, Business, or another relevant degree. JD and member of good standing of this state's bar is preferred. 4+ years direct working experience in title analysis (abstracts, opinions, curative, etc.). Familiarity with E&P contracts, land, joint ventures, property administration, and titles. Ability to understand chain of title ownership, legal opinions, curative, succession, joint venture structures and agreements, and related legal concepts. Ability to effectively interface with all functions involved with title activities (legal, contract, abstractors, and JV staff). Critical thinking capability to resolve complex commercial and legal matters and bring recommendation to management on resolution. Strong written and verbal communication skills and the ability to work both independently and in a team-based environment. Ability to self-start and direct own efforts based on high-level business objectives and guidance as necessary. Must be able to effectively prioritize and multi-task.

Vice President of Legal Consulting Solutions. A legal staffing division of a legal consulting firm is seeking a Vice President of Legal Consulting Solutions to play a key role in driving the continued high growth of its consulting practice by uncovering and winning new business through direct sales and lead generation strategies within a targeted accounts. The position will be responsible for prospecting, sales, developing clients, and closing client engagements with corporate legal departments and law firms throughout North America and globally. This individual will develop and grow relationships with new and existing customers to successfully meet or exceed assigned personnel and team revenue targets. This role contributes as a thought leader and subject matter expert and serves as an essential support mechanism in business development and client growth. Specific responsibilities include:

- Achieve monthly and annual sales objectives.
- Develop strategic account plans for targeted key accounts.
- Develop weekly sales forecasts and pipeline management.
- Sales, contract, and pricing negotiations.
- Collaborate with Marketing and Product Management on events, product launches, and market feedback.
- Contribute to expand corporate sales and territory strategy.
- Be an industry expert speaking at national conferences as well as participating in webinars and video.
- Work closely with the firm's Management Team.
- Collaborate on leads with the firm's 25 offices in North America to secure new eDiscovery business.
- Execute on the sales and strategic goals set for the firm's overall consulting practice.
- Promote the firm's corporate values through leadership and frequent education of field team.
- Operate as a senior sales member of the team who develops strategy and goals to assist in continued growth.
- The Vice President of Consulting Solutions reports directly to the Managing Vice President of the firm.

Requirements: 5+ years of relevant sales or sales management experience (3+ years of eDiscovery, Legal Consulting, and/or Managed Review experience). Practical understanding of document review process (previous hands-on experience a strong plus). Consistently ranked as a top performer in prior roles. Demonstrated success in developing relationships and selling to legal departments and law firms. Successfully worked with C-level executives, attorneys, and litigation support professionals. Large client base of law firm and corporate contacts. Proven ability and success closing deals and moving a company strategy forward to meet sales objectives. Effective sales forecasting and pipeline management. Independent, entrepreneurial, and results-focused. Must have a high sense of urgency and responsiveness in line with industry and client demand. Leadership presence with a very high level of professionalism. Strong leadership and interpersonal skills, professionalism, excellent people and time management skills. BA or BS required (legal background or degree a plus). Executive presence and strong communication skills. A strong desire to succeed. Ability to travel (60%).