Litigation Practice Development Manager
(Located in Newark, NY, Hartford, Philadelphia, or Wilmington)

POSITION OVERVIEW

As a part of McCarter & English's Practice Development team, the firm is seeking a seasoned professional with practice management/legal operations and business development experience to support the Litigation and Product Liability practices at the firm (90+ timekeepers). The candidate must be proactive a demonstrated leader able to act as a "chief of staff" for the Practice Group Leader (PGL). The candidate will work with the Litigation lawyers to identify new business opportunities, create thought leadership strategies and oversee the entirety of practice management functions for the group. The role requires regular collaboration with colleagues from various departments (including Finance, Knowledge Management, Project Management, Pricing, HR and IT) to lead or assist on various internal and external initiatives that will improve the efficiency and overall operations of the practice group. This position is a highly visible role reporting to the Senior Director of Client Development & Marketing (Senior Director), with additional oversight from the Chief Client Value & Practice Management Officer (CVO). Ideally the position will be based in our Newark, NJ office, but the firm will consider candidates in our Hartford, New York, Philadelphia, or Wilmington locations who could travel as required to Newark and all of the firm's other offices.

ESSENTIAL FUNCTIONS

Business Development

- **Supporting new business opportunities:** Drafts pitches and proposals, including responses to RFPs, and works with the lawyers on client outreach activities, such as alerts and educational presentations. Monitors progress and drives success of group and individual lawyer marketing and business development plans. Works with other practice development teams to coordinate cross-selling initiatives between various practice groups.

- **Research:** Works with various members of the Knowledge Management team to research prospective clients, industry trends, and competitors' business development activities, recommending actions and opportunities for our partners to expand their client base.

- **Content Management:** Ensures that marketing materials, particularly case and matter summaries for the practice group, are accurate and up-to-date. Creates a process for tracking completed matters and populating Deals & Cases database. Works with other members of the Practice Development team to draft and distribute matter information, news, events and publication details for attorneys within practice group.

- **Media/Public Relations:** Works with the firm's PR agency to develop media opportunities and topics for lawyer-authored articles within the assigned practices. Assists in generating effective press coverage for wins and other news.

- **Awards/Rankings:** Manages the process for submission of directory and survey responses (Chambers, Benchmark Litigation, etc.) for Litigation practice group.

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Practice Development

- **Financial Analysis and Reporting:** Collaborate with the firm's finance, pricing, LPM, and other legal operations teams to analyze monthly financial reports (*e.g.* time entry compliance, revenue, A/R, utilization) and provide executive summary for PGL, identifying areas that need follow up.

- **Financial Performance:** Manage practice group profit margin by coordinating the annual practice group rate review, advising on billing rates for all lateral timekeepers, reviewing billing write downs and AR write offs in collaboration with the PGL and CVO, and organizing efforts on rate renewals, and client engagement programs.

- **Staffing:** Assist PGL with staffing issues to ensure resources are fairly and profitably allocated.

- **Practice Group Administration and Budgeting:** Create annual budget for practice group. Monitor monthly expenses and work with the Senior Director and COO to evaluate and approve unanticipated expenses.

- **Practice Group Meetings and Retreats:** Assist PGL in coordinating monthly practice group meetings and agendas, including any annual practice group retreats.

- **Lateral Hiring and Integration:** Research and evaluate lateral candidates, provide support to new laterals and assist them in executing their business development plans**,** including development of a comprehensive lateral onboarding and attorney offboarding process as well as managing practice group onboarding/offboarding.

- **Associate Evaluations:** Coordinate with Human Resources on associate evaluation process and contribute analysis to help guide and support the review process.

- **Associate Training:** Coordinate with practice group and Human Resources to develop a training matrix and assist in getting partners to develop a comprehensive programming agenda and list of core associate competencies.

Additional special projects as requested by either the PGL, the CVO or the Senior Director.

<u>SKILLS REQUIRED</u>

- Be a proactive self-starter and strategic thinker who takes ownership of multiple deadline-intensive projects with minimal oversight and strict attention to detail.

- Have strong interpersonal and communication skills to be able to handle a variety of personalities and provide information with sensitivity and tact.
- Supervisory experience working with a business development specialist and/or an operations specialist, along with supervising the work of other Practice Management team members who will be assisting the manager in their role (Pricing, LPM, Events, Website, InterAction, etc.)
- Must possess excellent writing skills, with the ability to draft and summarize technical legal topics into plain English.
- Advanced knowledge of practice management, business development and marketing practices, and communications.
- Must have strong project management skills and be able to juggle multiple priorities.
- The successful candidate will join an existing team of professionals and will be expected to collaborate and support his/her colleagues.
- Be proficient using MS Office, as well as legal research and analytics tools, such as Monitor Suite, IntelliStat, and Clocktimizer.

EDUCATION AND TRAINING REQUIRED

Bachelor's Degree in related field and at least seven years' experience in a law firm or other professional services environment required, preferably working with litigation practice groups. JD or MBA preferred.

McCarter & English, LLP is an Equal Opportunity Employer.