

Davis Polk & Wardwell LLP is a New York-based, international law firm with more than 900 lawyers in offices located in New York, Northern California, Washington, D.C., London, Paris, Madrid, Hong Kong, Beijing, Tokyo and São Paulo. Since its founding more than 165 years ago, Davis Polk has established itself as the firm of choice for major corporations and financial institutions worldwide on their most complex and often precedent-setting transactions and significant litigation matters of all kinds. Our lawyers are recognized globally among the very top practitioners in their respective fields, and our non-legal professional staff shares the same commitment to excellence and service that has long been the hallmark of our firm.

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## Job Description

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<b>Job Title</b>	Professional Development Manager
<b>Department</b>	Professional Development
<b>Reports to</b>	Director of Professional Development
<b>FLSA</b>	Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 a.m. to 5:30 p.m.
<b>Essential Duties and Responsibilities</b>	<p>Manage/assist in managing all aspects of the firm's professional development efforts including but not limited to:</p> <p>Associate Training</p> <ul style="list-style-type: none"><li>• Continuously develop firm-wide professional/core skills curriculum using partners &amp; external consultants for programming in communications, writing, negotiation, and financial (accounting) skills</li><li>• Develop, enhance, and manage major milestone training programs for 1st, 3rd and 5th year associates in substantive and skills-based training as well as practical sessions for new and transitioning associates</li><li>• Supervise Training Coordinator and CLE tracking process (Micron/CE Manager)</li><li>• Oversee firm-wide Training &amp; Education Budget</li><li>• Conduct periodic training needs assessments, analyzing input from associates and partners</li><li>• In collaboration with Professional Development colleagues in Europe, Asia, California and Washington, D.C., respond to training issues as necessary, accommodating needs of UK and HK lawyers and adjusting training in NY where appropriate/necessary</li><li>• Review Associate/Counsel performance appraisals (interim, annual, special) for all global offices to identify training needs</li></ul>

### Counsel Training

- Conduct periodic needs assessments, and design and implement annual half-day training/networking program for U.S. counsel

### Diversity Initiatives

- Identify the most effective educators on issues relating to effective management, team building and working across difference and ensure that the firm's commitment to diversity and inclusion is apparent in all training efforts
- Liaise with Diversity and Women's Initiative Committees and affinity group steering committee co-chairs to identify opportunities to collaborate with affinity group members and clients on professional skills programs, substantive training, and D&I training programs
- Develop small-group voluntary communication skills programs for women associates

### Associate Counseling

- Conduct check-in meetings with all new corporate associates 6-9 months after arrival, ensuring proper on-boarding and integration
- Respond to ad-hoc associate counseling requests on topics such as: work assignments, giving/receiving feedback, department/practice group moves, and miscellaneous professional development issues
- Develop relationships with associates in groups which do not have a PD staffing manager to ensure that all lawyers are aware of and take full advantage of firm resources

### Work Allocation/Secondments

- Provide back-up staffing assistance for junior associates in the larger corporate practice groups (Capital Markets, Credit, M&A, Financial Institutions)
- Work with Practice Group heads, staffing coordinators and Professional Development department to identify potential secondees

### Corporate Department Rotations

- Assist with corporate department practice group

assigning/placement for firm's rotation system

**Qualifications/Position Requirements**

Excellent communication skills, both written and oral. Strong project management skills; ability to take complete ownership of designing and executing firm-wide programs and ability to focus on long and short-term professional development initiatives. Skilled at negotiating among strong personalities while being respectful and supportive of Davis Polk's collegial, collaborative environment. Experienced with Excel and comfortable creating and presenting PowerPoint and other presentations upon request. Must have excellent leadership skills and be able to inspire confidence among associates and firm leaders across the firm. Must have a willingness and ability to negotiate with multiple constituencies of partners and associates to reach optimal outcomes regarding complex staffing issues. Must be able to supervise, motivate and guide junior members of our PD team effectively. Availability during normal office hours is essential and responsiveness to email after hours and on weekends is expected. Ability to maintain confidentiality of personnel and other sensitive matters is critical.

**Education and/or Experience**

JD preferred; coaching certification a plus. Experience with collaborating with partners in a large law firm setting expected. Knowledge of CLE rules in New York helpful.

**Compensation**

Davis Polk is offering a competitive salary and benefits package.

**To Apply**

Please send cover letter and resume to: Jackie Nunez, HR Manager, [Jackie.nunez@davispolk.com](mailto:Jackie.nunez@davispolk.com)

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*

