

Manager, Professional Development & Legal Recruitment

Morris Nichols Arsht & Tunnell, LLP, a prominent law firm in Wilmington, DE with a national presence, is seeking a Manager of Professional Development & Legal Recruitment. The successful candidate will be proactive, outgoing, and possess the ability to work collaboratively with the Firm's Director of Professional Development & Legal Recruitment, Recruiting Committee, Lawyer Development Committee, and Firm Management. To apply, submit a cover letter and resume to [humanresources@mnat.com](mailto:humanresources@mnat.com). Please specify the job title in the subject line.

The Manager of Professional Development & Legal Recruitment's responsibilities include the identification and recruitment of entry level and lateral associate candidates, and management of the Firm's Summer Associate program, fall recruitment process and Fall Associate orientation. The Manager is also responsible for planning and executing lawyer development initiatives, as well as the Continuing Legal Education and Alumni programs.

Reporting to the Director of Professional Development & Legal Recruitment, the specific responsibilities of the position include:

- Creating and implementing recruiting and professional development procedures and initiatives.
- Organizing, preparing for and managing the Summer Associate Program, including handling pre-program logistics, managing the orientation process, coordinating summer activities, managing workflow to Summer Associates and coordinating the on-going review process.
- Overseeing day-to-day recruiting functions for all attorney hiring, including the recruiting process of 1L and 2L law students for the Summer Associate program and judicial clerks and lateral associates for full-time positions, including scheduling and coordinating all interviews.
- Working closely with the Diversity Committee to ensure that the Firm's recruiting efforts align with the Firm's commitment to diversity.
- Developing and maintaining relationships with career services offices at targeted law schools (including Firm sponsorship of, and involvement with, student groups).
- Planning law school and other key recruiting events; with the Marketing Department, creating unique materials to encourage interest in Delaware generally and Morris Nichols specifically.
- Periodically evaluating all aspects of the Summer Associate program and fall recruiting process for improvement and efficiencies.
- Preparing and analyzing data, reports, and projections regarding law school recruiting success and other pertinent issues/matters for Recruiting Committee review; participate in external reporting metrics such as the NALP Directory profiles and Vault reports.

- Assist in creating, implementing and managing attorney development and Continuing Legal Education programs and initiatives.
- Executing attorney training programs and events consistent with Firm and Lawyer Development Committee goals.
- Participating in the associate evaluation process; including preparing evaluation materials and compiling and managing attorney feedback.
- Coordinating all aspects of in-house CLE programing, including scheduling, advertising, drafting communications, securing program accreditation, and reporting and tracking attorney credits.
- Developing, implementing and managing all aspects of the Morris Nichols Arsht & Tunnell Alumni Program.
- Assist Director in preparing for budget planning process and annual reconciliation of expenses and accounts, including planning programs, drafting newsletters, etc.

The successful candidate will have the following qualifications:

- A Bachelor's degree in a relevant discipline or commensurate experience.
- Significant prior experience in legal recruiting or recruiting for another professional services business, with significant experience in on-campus and university-direct hiring initiatives.
- Experience in working with an on-line recruiting tool; LawCruit experience *preferred* but not required.
- Proficiency in Microsoft Office Suite, particularly Word and Excel.
- Excellent interpersonal, verbal and written communication skills; ability to communicate professionally with a wide variety of audiences, including candidates for employment, Firm leadership and career services professionals.
- Self-motivated; strong ability to anticipate issues proactively and deliver a high level of customer service.
- Strong organizational and administrative skills; detail oriented and a strong work ethic.
- Proven track record of reliability and responsibility.
- Flexibility to work overtime as needed (significant overtime during summer/fall). Periodic travel may be required.
- Sense of humor *preferred* but not required.