

# MANAGER OF ATTORNEY RECRUITING

Young Conaway Stargatt & Taylor is seeking a Manager of Attorney Recruiting to lead all aspects of attorney recruitment and the development of a strong pipeline of talented and diverse candidates, as well as design strategic engagement projects and initiatives relating to candidate and law school outreach, employer branding, summer programming, and data analysis. The Manager of Attorney Recruiting will assist the Director of Attorney Recruiting & Professional Development with all phases of entry-level and lateral attorney hiring and will work closely with the firm's HR department on the new attorneys' onboarding, orientation and integration into the firm.

This is an exempt, full-time position reporting to the Director of Attorney Recruiting & Professional Development. Under the current hybrid remote work policy, you will be eligible to work from home on Mondays and Fridays.

## RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

### I. Lateral Attorney Recruiting

- Work with Section Leaders and Management Committee to identify lateral attorney hiring needs.
- Collaborate with DEI Director, DEI Committee and the firm's leadership to develop and implement lateral recruitment initiatives that support and advance the firm's DEI Strategic Plan and core values.
- Strategize and manage website, social media and other marketing materials related to attorney recruitment.
- Actively source candidates through job postings, advertisements, networking, use of career services, search firms, referrals and other methods. Develop and drive innovative sourcing methods to build proactive talent pipelines.
- Cultivate relationships with search firm recruiters and regularly communicate the firm's hiring needs.
- Work with and supervise the Legal Recruiting Coordinator in guiding and advising lateral candidates through the recruiting process to ensure their experience is representative of the firm's standards of excellence.
- Manage offer process, including requests for hiring authorizations and offer letters, and post-offer communications to maintain momentum and ensure each candidate has all the information they need to make an informed decision.

### II. Student and Clerk Recruiting

- Work with the firm's leadership to develop short- and long-term hiring strategies to support summer associate, entry level and judicial clerk recruitment efforts.
- Analyze recruiting trends and implement recruiting strategies to source the best law school talent and build proactive talent pipelines; lead efforts to improve firm visibility at targeted law schools and foster relationships with law school career placement offices.
- Work with Section Leaders to develop recruitment events and opportunities for judicial law clerks.
- Manage communications, OCI and resume collection, callback interview and offer processes, including

## **MANAGER OF ATTORNEY RECRUITING**

offer letters, and post-offer communications to maintain momentum and ensure each student and clerk has all the information they need to make an informed decision.

- Generate and present hiring outcome reports and analysis for the Hiring Committee and the firm's leadership. Compile recruitment statistics for external use (e.g., NALP statistics, end of season results to law schools).

### **III. Summer Associate Program**

- Plan and implement a program for summer associates that includes orientation, skills training and social events. Lead work assignment, evaluation, feedback and mentoring processes.
- Collaborate with DEI Director and the firm's leadership to coordinate summer pro bono/ community service activities and synergy of pipeline programs.
- Work with mentors and liaisons for summer associates.
- Coordinate the summer associate orientation program.
- Recruit the firm's attorneys to handle the summer associate training programs (i.e., coordinate lawyer writing workshops, DE Bar clerkship requirement opportunities and social activities).
- Develop guidelines for, manage and direct summer associate work assignments.
- In conjunction with mentors, conduct summer associate reviews and gather/provide prompt performance feedback to summer associates.
- Provide reports and recommendations to the Hiring Committee regarding extension of offers to summer associates.
- Provide summer associate program budget recommendations to the Director of Attorney Recruiting & Professional Development for presentation to the Management Committee.
- Update the Director of Attorney Recruiting & Professional Development on the summer associate program development, effectiveness and cost for presentation to the Management Committee.

### **IV. Diversity, Inclusion and Belonging**

- Collaborate with DEI Director, Diversity Committee, and Affinity Groups to drive the recruitment efforts in furtherance of the firm's DEI Strategic Plan.
- Cultivate and foster an inclusive environment by ensuring policies, programs and communications are consistent with the firm's values.
- Develop and implement training program for all interviewers.
- Cultivate and maintain relationships with pipeline organizations, including participation in the Delaware Diversity Job Fair Planning Committee.

# MANAGER OF ATTORNEY RECRUITING

## V. Attorney Recruiting and Development Department

- Supervise and contribute to the professional development of the Legal Recruiting Coordinator.
- Provide recommendations for, implement, and monitor the department budget, including recruiting and summer program.
- Monitor current trends in compensation, professional development and market generally to ensure the firm's efforts are competitive.
- Develop, update, and maintain written policies and procedures related to recruiting based on industry best practices.
- Keep the Director of Attorney Recruiting & Professional Development well informed about all the legal recruiting matters and issues.
- Work with the Administrative Team and the firm's leadership to further firm-wide initiatives.

### REQUIREMENTS:

- Bachelor's degree required.
- A law degree or completion of law school is preferred.
- Experience in legal career services, attorney recruiting, or related experience in a law firm or law school setting is strongly preferred.
- Demonstrated superior communication skills, time management and relationship-building skills.
- Strong interpersonal, organizational, and problem-solving skills and ability to work productively independently and with firm personnel at all levels; effective customer service skills.
- Flexibility and availability to work after standard work hours as necessary to meet job demands and firm needs, as well as coordinate and attend the attorney and summer associates events.

Young Conaway is a nationally recognized, full-service corporate firm, counseling national and international clients in bankruptcy, litigation, intellectual property, and corporate and alternative entity law matters. Here, you will find a dynamic and friendly professional environment with exceptional opportunities for training, experience, development and growth.

We offer competitive compensation commensurate with skill level and experience; excellent comprehensive benefits package, including immediate coverage under our medical, dental & vision plans, parking/commuting allowance, 401K plan and generous paid time off.

To apply for the position, please submit your resume and cover letter with your salary expectations (required) to [staff\\_jobs@ycst.com](mailto:staff_jobs@ycst.com).

EEO Employer