



**Todd & Weld** LLP

**JOB DESCRIPTION**  
**DIRECTOR OF ASSOCIATE DEVELOPMENT AND RECRUITMENT**

The Director of Associate Development and Recruitment at Todd & Weld LLP has primary responsibility for hiring and onboarding associates, allocating work within the commercial litigation group, developing internal educational programs for attorneys, promoting and approving attendance at outside CLEs, and executing the firm's strategy for enhancing diversity. The Director of Associate Development and Recruitment also works closely with other firm managers on administrative projects related to attorney practice. The Director of Associate Development and Recruitment reports directly to the firm's Executive Director and the chairs of the firm's Workload Committee, Hiring Committee, Associates Committee, Diversity Committee, and Practice and Technology Committee.

**Responsibilities:**

**Workload**

- Monitor individual workload of commercial litigation associates, review and respond to workload requests, prepare monthly updates in advance of Partners' meeting.

**Associate Education**

- Deliver and continually enhance associate orientation programs.
- Implement the firm-wide strategic direction for associate education. Respond to training and development needs identified in the annual review of associates.
- Develop and implement associate internal training programs to help them practice law effectively.
- Meet individually with associates to develop CLE goals for each associate. Counsel associates on career development issues as needed.
- Promote and approve attendance at outside CLE programs.
- Follow up with associates after annual evaluations to formulate professional development goals.

**Diversity**

- Work with the Diversity Committee to develop and execute effective diversity recruitment strategies.
- Maintain relationships with local law school Career Services offices local

organizations that promote diversity in the legal profession.

**Hiring**

- Direct all aspects of attorney and summer associate hiring
- Support Hiring Committee
- Coordinate conflict checking process for new hires

**Mentoring**

- Coordinate and oversee the firm's mentoring program. Encourage associate and partner outreach.

**Administrative**

- Work with management team to evaluate technology and other firm processes that relate to attorney practice.
- Manage the firm's Thomson Reuters relationship as the point person for products and services, contract renewal and training of attorneys, paralegals and staff on programs such as Westlaw. This includes monthly drop in trainings for associates, new hire training and review of billing issues.
- Support the Practice and Technology Committee.
- Other special projects as needed.

**Education**

- Juris Doctor degree

**Requirements:**

Minimum 3 to 5 years' experience practicing law, preferably in litigation. Additional experience preferred in attorney professional development, training, recruiting or related experience. Excellent written and oral communication skills. Strong computer skills including advanced knowledge of Microsoft Office and working knowledge of litigation technology. Demonstrated good judgment, decision-making, discretion and follow-through capabilities. Superior organizational skills to manage time well, prioritize effectively and handle multiple deadlines. Self-motivated and committed to excellence in the workplace. Flexibility, with the ability to adapt to constantly changing priorities. Strong interpersonal skills, with the ability to work professionally with all levels of law firm personnel, external vendors and others in the legal community.

**Interested candidates please send resume and salary requirements to [ResumesTW@toddweld.com](mailto:ResumesTW@toddweld.com)**