

# Firm/Company Name Ballard Spahr LLP

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<b>Job Title [Position]:</b>	Manager of Lateral Recruiting a	<b>Job Category:</b>	Human Resources
<b>Department/Group:</b>	Attorney Career Advancement	<b>Posted By:</b>	11/10/2021
<b>Location:</b>	Center City Philadelphia	<b>Travel Required:</b>	25%
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	[i.e.: full-time, part-time, etc.] Full-Time
<b>HR Contact:</b>	Gina Emery-Duplechan	<b>Date posted:</b>	11/10/2021
<b>Reports to:</b>	Partner in charge of Attorney Career Advancement	<b>Posting Expires:</b>	[i.e., 30-days] 60 days
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> 215.525.5096		<b>Mail:</b> 1735 Market Street Philadelphia, PA 19103	
<b>Attention:</b> Gina Emery-Duplechan			
<b>Job Description</b>			
<b>Brief Summary:</b> Ballard Spahr has an exciting opportunity available for a Manager of Lateral Recruiting and Integration, adding value to the development of lateral recruiting and integration strategies for one or more of the firm ' s transactional departments (Finance, Real Estate and Business and Transactions). The chosen candidate will oversee and coordinate all firm-wide activities related to lateral associate and of counsel recruiting, onboarding and integration. Ideally, this position will be located in the Philadelphia or Minneapolis office, but will consider candidates in other Ballard locations.			
<b>Duties:</b> In collaboration with the Partner in charge of Attorney Career Advancement and the Chief Attorney Recruiting and Integration Officer, the chosen candidate will work with firm, department, practice group and office leadership to identify lateral associate, attorney and of counsel recruiting needs and opportunities; source qualified candidates and coordinate the logistics of the recruiting and interview process; manage relationships with recruiters and recruiting firms engaged for lateral searches and market intelligence including managing fee agreements and related billings and payments; and compile and analyze compensation and financial information required for due diligence. The manager will run onboarding, orientation and integration plans for new attorneys. The manager will collaborate with the Chief Diversity, Equity and Inclusion Officer to create a diverse talent pool for open positions.			
<b>Skills/qualifications:</b> Qualified candidates will have a Bachelor's degree with a minimum of five years of law firm management and/or recruiting; experience in and understanding of the legal services industry and the market for legal talent; demonstrated leadership and organizational skills; and strong technical, communication and problem solving skills. This position requires the ability to travel and to work beyond a standard 40 hour week. <i>[NOTE: Attach separate sheet(s) as necessary with the complete job description ]</i>			