



JOB DESCRIPTION

Job Title: Professional Development Director
Location: Chicago Office

Riley Safer Holmes & Cancila LLP (RSHC and/or “The Firm”) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice. We currently have more than 100 lawyers in offices in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

Expectations and Summary of Role:

RSHC is seeking a Director of Professional Development who will provide strategic career guidance and maintain relationships with firm attorneys. The Director will report to firm management and collaborate with firm management and department group leaders to implement relevant, effective, and dynamic legal training programs for our firmwide litigation and transactional attorneys. The primary responsibilities for this position are, but not limited to:

- **RSHC Center For Excellence:** Identify and design firmwide training programs to address the evolving training needs specific to RSHC attorneys. Collaborate with department heads and firm management in the orchestration and refinement of training programs to further develop existing training programs. Create a recognized brand specific to RSHC’s attorneys. Develop programming related to career development and advancement of attorneys, and specific office needs.
- **Mandatory Continuing Legal Education (CLE):** Coordinate the firm’s CLE to ensure that attorneys are CLE compliant, and their CLE record is properly maintained. Oversee the firm’s CLE accreditation status in CA, IL, and NY. Ensure firmwide programming is CLE compliant.
- **Client CLE:** Work with attorneys to secure CLE accreditation for programs that the firm hosts for clients. Issue certificates of attendance forms to clients.
- **Attorney Support:** Serve as the Attorney Development point person for each office. Conduct regular check-ins, provide confidential, individualized professional development coaching to attorneys to assist with goal setting, professional challenges, and general brainstorming. Provide individual career development and advancement guidance and coaching to attorneys on: firm integration, navigation of firm procedures and resources; performance coaching; and short- and long-term career planning (including development of personal career goals and path to promotion).
- **Utilization:** Work with firm management in monitoring and managing attorney utilization. Provide guidance to under- and overutilized attorneys regarding work assignments. Tracking and analyzing trends and statistics to evaluate career development and advancement, develop

measurements of success, enhance attorney experience and increase attorney retention. Review the current utilization process/reports for areas of improvement.

- **Mentor Program:** Foster a culture of mentoring and enhance mentoring programs. Foster a culture of feedback and ensure attorneys receive actionable feedback to achieve their developmental goals. Design and deliver training related to mentoring and feedback. Oversee the mentoring program, including coordinating annual program launches, collaborating with department heads, planning and coordinating periodic Mentor Program events, facilitating ongoing mentor group assignments, and creating resources to support mentor goals.
- **Attorney Performance Review Process:** Collaborate with Associate Recruiting, Retention and Talent Development (“RAD”) Committee and Human Resources to oversee the evaluation, feedback, and promotion process for attorneys. Ensure evaluations are delivered in a timely, fair, and equitable process. Recommend revisions to the evaluation, self-evaluation, and related materials. Manage and draft communication related to the evaluation process. Serve as a liaison to department heads. Manage and facilitate the work of the evaluation committee. Oversee documentation of discussions, decisions, and action-items. Follow-up on development, performance management, and related matters with firm management and department heads.
- **Attorney Integration/Onboarding:** Evaluate, improve, and execute associate and partner orientation. Oversee attorney integration, including working with Human Resources to ensure a smooth transition from onboarding to integration. Act as a liaison for new and lateral lawyers. Collaborate with HR and Diversity, Equity, and Inclusion teams to promote the wellness of lawyers.

Specific Skills Required:

- Knowledge of law firm attorney professional development and performance evaluation and feedback.
- Outstanding communication skills, critical thinking, and initiative.
- Strong organizational skills with a focus on attention to detail, problem solving, and the ability to multitask.
- Sound judgment and discretion to handle project, and maintain sensitive and highly confidential information.
- Supervisory and collaboration skills.
- Excellent presentation and speaking skills.
- Ability to interact effectively with colleagues at all levels of the Firm, including taking the initiative to meet and maintain positive relationships with attorney and staff.
- Advanced Microsoft Suite skills.

Specific Skills Preferred:

- Knowledge of Aderant CE Manager platform.
- Previous experience with law firm Learning Management Systems and other relevant development technologies and tools.
- Skilled: Microsoft Office Products.

Education and Experience:

Qualified candidates will have a bachelor's and/or master's degree with a minimum of 10+ years with manager-level or higher experience in attorney personnel management, attorney professional development, including working collaboratively in a multi-office law firm. Candidates will also have experience supervising others, managing projects, and delivering training.

Salary Range:

\$150,000 (Based on relevant experience and qualifications)

About RSHC / Work Environment

The team atmosphere is fostered not only by the lawyers but by all members of the support staff. Our Firm's employees are proud of collaborating to serve firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to analyze a situation from several points of view until we uncover the advantage that makes the difference for our clients.

This is a full-time exempt position.

This position requires pre-employment screenings which include a criminal background check and reference checks.

RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401(k).

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

No calls or solicitations from recruiters accepted.