



**Title:** Associate Development and Training Manager

**Department:** Corporate & Capital Markets

**Practice Group:** Corporate

**Office:** Boston, MA

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**Position:**

The Associate Development & Training Manager (ADM) manages the staffing for the Corporate & Capital Markets associates and paralegals in our US offices. The ADM will report directly to the Director of Professional Development and assist generally with Firm administration.

**Essential Duties and Responsibilities:**

- Manages the matter assignment system in our US offices for associates at all levels and paralegals including coordinating with partners and other supervising attorneys to identify staffing needs.
- Monitors workloads and professional development of associates and allocates additional work with an eye toward achieving an equitable distribution of assignments consistent with the clients' needs and the associates' individual professional development goals. Encourages and facilitates cross-departmental and cross-office staffing on matters.
- Monitors associate and paralegal performance. Drafts evaluations and works with the Director and Senior Manager of Professional Development to facilitate the delivery of formal reviews. Facilitates the provision of real-time interim feedback.
- Assists the Director and Senior Manager of Professional Development with the administration of the advisor program, assigns advisors to new attorneys and lateral hires, and solicits feedback from both advisors and advisees to ensure that the program is meeting its goal of enhancing associates' professional development. Utilizes the advisor system to communicate professional development information to associates as appropriate, and creates and implements mentoring initiatives.
- Works with the Director and Senior Manager of Professional Development on firm-wide initiatives designed to enhance associate development and retention.
- Works with the Director and Senior Manager of Professional Development to facilitate associate on-boarding and integration. Conducts department orientation for new hires and facilitates matters relating to the departure of attorneys, including transitioning cases to remaining personnel and conducting exit interviews.

- Works with the Director of Professional Development and Senior Manager of Professional Development to design and implement legal and professional skills training programs to support associate development of core competencies.
- Help develop and manage the first year associate orientation.
- Work with the Director of Professional Development to manage summer associate training.
- Oversees the Firm's CLE activity and compliance, including closely monitoring and tracking compliance with applicable regulations.
- Administration and tracking of attorney bar admission, bar license dues, and bar association memberships
- Consults with Human Resources on personnel matters affecting the Departments.
- Works with recruiting personnel to ensure that the firm is hiring associates with the appropriate experience to satisfy the Departments' needs.
- Facilitates and fosters effective communication within the Departments and between the associates and the Managing Directors. Performs a variety of administrative duties to ensure smooth operations within the Departments.
- Supports the maintenance and enhancement of the Departments' systems and procedures to ensure the efficient and sound practice of law for the Firm's attorneys.

**Qualifications:**

- Juris Doctorate.
- 3+ years of related experience, preferably in a large law firm environment.
- Excellent interpersonal, organizational, and communication skills and ability to manage multiple tasks simultaneously.
- Sound judgment and ability to respect, protect, and maintain highly confidential and sensitive information.
- Job will include travel to our US offices.

Interested candidates should submit a cover letter and resume to

[employmentopportunities@brownrudnick.com](mailto:employmentopportunities@brownrudnick.com).

***Brown Rudnick is an Equal Opportunity Employer***