

Description/Job Summary

The Norfolk office of Kaufman & Canoles is seeking a Recruiting Manager. The Recruiting Manager is responsible for providing recruiting support to the Recruiting Committee Chair, committee members, and the Chief Growth Officer in addition to managing all details of the firm's summer associate recruiting program (1L, 2L, and 3L OCI, along with the TIP and TARE L.L.M programs) and related summer associate events. This position is responsible for working closely with the Associates Committee Chair on associate professional development including training and event planning. The Recruiting Manager supervises the Recruiting Coordinator and assists the Growth Coordinator with projects as needed. Full-time position with some overnight travel required; must be able to work flexible hours periodically.

Responsibilities/Duties:

- Collaborate with Recruiting Committee Chair, Office Managing Directors and Practice Group Chairs to analyze hiring needs.
- Maintain regular correspondence with career services departments at law schools.
- Manage the on-campus interview process including, work with the Recruiting Committee to select appropriate law schools; screen resumes; work with attorneys to select interview candidates; coordinate attorney on-campus interviews; work with the Recruiting Committee to determine offers and rejections.
- Manage all details for hospitality suites during campus interviews. Travel to various law schools to assist with on-site logistics, as needed.
- Manage the candidate interview experience including the callback scheduling process, as needed.
- Manage and oversee summer planning including verbal and written contact with summer associates regarding arrival/departure dates, assignment preferences and onboarding process.
- Organize and manage details for numerous social and educational events throughout the summer for the summer associates.
- Oversee the mid- and end of summer evaluations and exit interviews and assist in assessing practice group hiring needs and matching summer associates with individual practice group.
- Compile feedback from outgoing summer associates regarding marketing, recruiting and diversity and inclusion efforts.
- Coordinate logistics associated with 3L interviewing and hiring.
- Manage the firm's participation in the L.L.M. program recruiting (TIP and TARE programs) including registration, interview set-up, callback scheduling, evaluations, etc.
- Prepare, administer and track the recruiting budget and recruiting related expenses.
- Responsible for coordinating all associate training, professional development and event planning with the Associates Committee Chair.
- Oversee production of recruitment materials, including record keeping, statistics, and reports.
- Coordinate technology programs to maintain attorney recruitment database and Intranet to enhance recruiting initiatives.
- Support diversity-hiring goals and work with the firm's Diversity Chair.
- Maintain membership in the National Association for Law Placement and Richmond Area Recruiting Association to remain current on the legal industry and recruitment.
- Coordinate new associate pre-arrival activities including bar review, bar exam, start date, mentor selection and related matters.

- Work with the Recruiting Committee, Associates Committee, and Marketing Director on practice group assignments, as needed.
- Coordinate the scheduling of periodic associate mentor lunches.
- Assist the Chief Growth Officer with lateral recruiting research and interviews, as needed.
- Assists with other projects as assigned.

Qualifications:

- HS diploma or equivalent required. Bachelor's degree preferred.
- 7+ years of experience in recruiting, event planning and/or business communications. Legal recruiting experience in a law firm or professional services environment preferred.
- Strong writing and organizational skills with particular attention to detail.
- Ability to prioritize and manage multiple projects, and meet deadlines in a fast-paced professional environment.
- Executive presence, tenacity, integrity, and professionalism that will engender confidence with attorneys, administrative leadership, and prospective candidates.
- An unquestioned work ethic, willingness to "roll up your sleeves" and accept a wide variety of assignments as required and work closely with law students, associates, partners, colleagues and team members.
- Fluency with MS Office Suite. Experience with Adobe Creative Suite, Canva, and SurveyMonkey preferred.
- Flexibility to travel and adjust work hours, as necessary.

Benefits:

We offer competitive compensation and a comprehensive benefit package. Benefits include medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short-term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.