

Business Development and Practice Management Director

Are you looking for the next opportunity in your career to use the experience and skills you've honed in a Big-Law setting to take charge of the business development and practice management for a dynamic mid-size firm in Manhattan? If you think you've got what it takes, Golenbock Eiseman Assor Bell & Peskoe LLP, a 55-attorney firm focused on the middle market corporate sector, might be your next move.

Our firm was conceived to avoid of the layers of professional and administrative bureaucracy that drive up legal costs in large law firms. We take pride in our experience and ability to take on major engagements for our domestic and international clients while also maintaining a hands-on, personalized approach to all matters.

Our practices include Corporate (including M&A, Venture Capital and Private Equity); Finance & Securities; Litigation & Alternative Dispute Resolution; Intellectual Property; Food, Beverage & Hospitality; Real Estate; Labor & Employment; Reorganization & Creditors Rights; Trade Secrets & Restrictive Covenants; Trusts & Estate and Tax.

The firm, located near Grand Central Terminal in midtown Manhattan, is seeking a professional who is experienced in business development as well as practice management and/or recruiting.

This is a new position for the firm and we're seeking someone who, like our attorneys, brings the sophistication and experience learned from a large firm setting, but is seeking a role that rewards creativity, initiative, and a can-do attitude with each assignment.

Responsibilities include:

- Collaborating with Managing Director and practice group leaders on the development of strategic plans
- Tracking practice group trends
- Tracking client and industry news
- Ensuring marketing collateral is representative of the practice and tailoring bios and practice descriptions as needed for specific new business opportunities
- Providing event strategy and leading event execution
- Working with PR firms on pitch development

Practice Group management responsibilities include:

- Assisting Managing Director and Practice Head with practice group meetings
- Executing monthly report tracking and analysis

- Engaging in the lateral partner and associate interview process
- Assisting Professional Development with practice-specific training needs
- Working with firm leadership, including Practice Group Leaders to identify lateral associate hiring needs and advance recruiting objectives in a strategic manner
- Develop and drive innovative sourcing methods to build a talent pipelines
- Familiarity with LinkedIn Recruiter, Indeed.com and other recruiting platforms

Qualifications include:

A willingness to roll up one's sleeves and do what is required to successfully complete projects and meet deadlines;

- Solid understanding of marketing, business development, and social media tools and strategies;
- Familiarity with HubSpot or the willingness to learn this CRM platform
- Ability to manage the firm's website (WordPress platform)
- Demonstrated knowledge of current law firm marketing and hiring trends;
- Exceptional relationship-builder and connector;
- Proficiency with LinkedIn, PowerPoint, Outlook and Excel;
- Sound judgment and creative problem-solving skills.

Golenbock Eiseman Assor Bell & Peskoe LLP is also an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion/creed (including religious attire, clothing, or facial hair), sex, sexual orientation, gender identity, transgender status, national origin, ancestry, citizenship status, age, mental or physical disability status, pregnancy, marital or partnership status, familial or caregiver status, status as a crime victim (including but not limited to domestic violence, stalking, or a sex offense), arrest or conviction record (to the extent protected under the New York City Fair Chance Act or other applicable law), pre-employment marijuana testing, unemployment status, credit history, salary history, physical appearance (including hair texture or hairstyle) veteran or military status, or any other characteristic protected by law.

Golenbock Eiseman Assor Bell & Peskoe LLP is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities, pregnancy-related issues, sincerely held religious beliefs and practices, non-conforming gender identities, or any other circumstance or condition for which accommodation is required.