



# GRAY REED®

## Practice Group Manager

### POSITION

Practice Group Manager

### POSITION LOCATION

Houston, Dallas, Waco – In-office, no remote work option. Some travel required.

### INDUSTRY EXPERIENCE

Legal Environment

### JOB DESCRIPTION

The Practice Group Manager will be responsible for providing and/or ensuring well-coordinated operational and strategic support for various practice groups. Initially, this position will be supporting our larger practice groups across the transactions and controversies departments. The Practice Group Manager is expected to use a wide range of strategic and practical solutions to help improve the profitability and efficiency of the firm's practice groups. The Practice Group Manager will be a member of the Client Development team.

### JOB REQUIREMENTS:

Must be fully vaccinated for COVID-19 or related viruses.

5+ years of business development or practice management experience at a law firm

### REQUIRED EXPERIENCE

Balancing the interests of multiple stakeholders

Reviewing and analyzing financial reports provided by Finance & Accounting Department and updating PG leaders on key performance indicators

Knowledge of basic accounting and budgeting principles and experience monitoring and managing budgets

Overseeing the development, submission and ongoing monitoring of the practice groups' revenue and expense budgets for the year

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## **SKILLS AND KNOWLEDGE**

Strong business and marketing acumen. Ability to leverage research and competitive intelligence to identify business opportunities and support strategies

Strong knowledge of and familiarity with legal and business environments

Ability to ensure that different experiences, styles, backgrounds and perspectives are leveraged appropriately

Displays a can-do attitude in good and bad times

Establishes clear responsibilities and processes for monitoring work and measuring results

Extremely proficient with Microsoft Office Suite and related software

## **DUTIES AND RESPONSIBILITIES**

Schedule practice group meetings, catering for the meeting and prepare agenda items including meeting notes/actions, distributing background materials, and tracking follow-up tasks.

Assist with the preparation of annual budgets and provide periodic check-ins with practice group leaders on their budgets.

Assist with creating, implementing and tracking annual PG business plans.

Coordinate and track attorney business plans including the PG Leader review process

Financial management and analysis including reviewing monthly reports to identify trends and opportunities to improve performances.

Pricing and legal project management including reviewing pricing proposals to ensure alignment with PG goals and objections.

Assist as needed in identifying opportunities for cross-selling, client development, and improving brand recognition.

Assist with information flow between PGs, Firm Departments and Firm Leadership.

Partner with key administrative staff and departments to ensure seamless coordination and support of PGs in areas such as recruiting, professional development, client development, staffing, and accounting.

Performs other related duties as required.

## **PHYSICAL DEMANDS (walking, lifting, equipment, operation, etc.)**

Prolonged periods sitting at a desk and working on a computer.

Ability to tolerate repetitive movement associated with heavy computer work (e.g., typing, executing other related keyboard functions).

Move independently to locations on the same or other floors within the building.

Must be able to lift up to 15 pounds at a times.

## **DIRECT REPORTS AND RELATIONSHIPS**

This position directly reports to the Chief Marketing Officer but also reports to each practice group leader.

## **PERSONAL ATTRIBUTES**

Strong work ethic

Excellent analytical and problem-solving skills

Ability to work with and blend in Firm culture

Understands that different situations may call for different approaches

Detail oriented

Highly professional with strong interpersonal skills

Independent driver and thinker

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Deals comfortably with the uncertainty of change  
Self-motivated  
Gains trust and support of others  
Positive and effective written and verbal communication skills

**EDUCATION**

Bachelor's degree  
Advanced degree preferred

**SALARY / CASH COMPENSATION**

Competitive wages commensurate with experience

**BENEFITS**

Benefits package including medical, dental, vision, long-term disability, short-term disability, life insurance and 401k

Please contact Andrea Glover for more information or to apply for this position.

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