

Senior Practice Manager, SCA

Are you a creative, high-energy, practice management professional who thrives in professional services environments? Do you love working with smart, dynamic, collaborative teams? This may be the opportunity for you!

Orrick has an exciting opening for a **Senior Practice Manager, SCA** who is ready to be challenged and build a career within an AmLaw Top 100 law firm. You could sit in **any of our U.S. offices** (*Austin; Boston; Houston; Los Angeles; New York; Menlo Park; Orange County, Portland, Sacramento; San Francisco; Santa Monica, Seattle, Washington DC or Wheeling, WV*) with a **preference for our New York, Washington DC, or San Francisco office.**

What Will You Do? As a Supreme Court and Appellate (“SCA”) Senior Practice Manager, you will be a key business partner to SCA’s Practice Group Leader (“PGL”) and Managing Director (“MD”) in executing SCA’s strategy and business priorities and managing practice operations. This is an ideal role for a resourceful, proactive, and creative strategist, change agent and problem solver with strong analytical, strategic and operational skills.

Your Essential Position Responsibilities:

Special projects and strategic initiatives

- Conduct analysis related to strategic initiatives
- Work with the MD to lead the execution of the strategic plan, including monitoring strategic plan performance throughout the year and suggesting proactive measures to achieve priorities
- Collaborate and coordinate with other functions in the firm, including business development

Talent

- Trusted advisor to MD, SCA partners and associates
- Play a lead role in successfully transitioning and integrating newly hired associates
- Monitor utilization and work with the MD and the recruiting and professional development teams on recruiting strategy and targets for the group and on recruiting non-partner attorneys
- Work closely with the MD, partners and professional development team to identify training needs and play a leadership role in ensuring that the appropriate training is provided

Practice Management

- Monitor financials, including utilization, and identify areas of focus
- Analyze partner performance
- Assist SCA partners, in collaboration with the PEMT team, in pricing matters and managing the cost of engagements
- Assist MD and Chief Practice Officer (CPO) of Litigation in drafting partner compensation messages
- Maintain and organize group resources, including meetings, trainings, memos, meeting notes, group rosters, mentor assignments

Communications and Meetings

- Work to ensure that SCA attorneys are meeting and communicating regularly and effectively on issues relating to practice development, business development, associate management, and financial performance issues, including:
 - Organize partner meetings, including helping to formulate agenda and creating materials
 - Create content for and organize SCA group meetings, including formulating agendas; drafting materials and speaking notes; taking minutes; and preparing speakers
- Assist the PGL and MD with preparing and providing regular reports on the strategy and performance of the group, including presentations to firm leadership

- Spearhead internal SCA written communications, including:
 - Draft and send (1) bi-monthly updates to partners and (2) monthly financial updates to partners
 - Draft SCA's weekly newsletter and periodic special issues

Job Requirements:

Your Qualifications:

- Bachelor's degree from accredited college or university or equivalent work experience. Law degree and/or MBA preferred.
- At least 8 years' big law practice experience or practice management.
- Strong experience in coaching and supporting lawyer talent preferred.
- Excellent interpersonal and professional writing and communication skills (oral and written).
- Dedicated to an inclusive approach with the flexibility to build buy-in and consensus; desire to foster team cohesion.
- Committed to finding creative solutions to complex problems.
- Integrity, maturity, and fairness in dealing with people, including safeguarding confidential information about them.
- Excellent project management, prioritization, attention to detail and organizational skills
- Previous experience in interaction and partnership building with C-level executives and other firm leaders
- Excellent interpersonal skills with demonstrated experience working effectively with people at all professional levels in a multi-office environment in order to build working relationships and work as part of a team
- Demonstrated ability to exercise sound judgment and decision making.
- Demonstrated ability to be discreet and treat confidential information appropriately
- Demonstrated ability to effectively use technology, database, presentation, and spreadsheet software at an advanced level

Who is Orrick? Orrick is a global law firm focused on serving the technology & innovation, energy & infrastructure and finance sectors. Founded more than 150 years ago in San Francisco, Orrick today has offices in 25+ markets worldwide. We are recognized worldwide for delivering the highest-quality legal advice through our diverse teams and for our culture of innovation and collaboration. *Financial Times* selected Orrick as the Most Digital Firm of 2020, and in the past five years, the Most Innovative Law Firm of the Year three times and runner-up twice. For the seventh year in a row, *Fortune* named Orrick to its 2022 list of the 100 Best Companies to Work For. Learn more about our awesome employee experience here: [Fortune 100 Great Place To Work certified company*](#).

Orrick offers a collaborative work environment, competitive salary, and excellent benefits, from wellness and mindfulness programs to social impact opportunities, professional staff affinity group communities and generous paid time off.

Please visit www.orrick.com for more information about the firm.

How to Apply: If you are searching for a chance to create an impact, you have a little grit and you love working with a team, we want to talk with you. To submit your resume and cover letter for this position, please visit our Staff and Paralegal Opportunities Listings at www.orrick.com/Careers.

No phone calls please.

What you need to know: Successful applicants will be required to provide proof of being fully vaccinated against COVID-19 prior to the commencement of employment. Applicants who wish to apply for a medical, religious accommodation or any other accommodation required under applicable law can do so later in the process (accommodations are not guaranteed and are decided on a case by case basis).

We are an Equal Opportunity Employer.

Consistent with the SF Fair Chance Ordinance, an arrest and conviction record will not automatically disqualify a qualified applicant from consideration.

Qualified applicants with criminal histories will be considered for the position in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring