

Manager of Global Business Services Diversity & Inclusion – Affinity Groups

Department: Diversity - Staff

Organizational Relationship: Reports to the Director of Global Business Services Diversity & Inclusion

FLSA Status: Exempt

Last Updated: June 13, 2024

General Summary:

The Manager of Global Business Services Diversity & Inclusion – Affinity Groups will be responsible for working closely with the Director of Business Services Diversity & Inclusion and Senior Managers of Business Services Diversity & Inclusion to serve as a strategic advisor for and support the firm's business services affinity groups and blended lawyer and staff networks (collectively referred to herein as the "Staff Affinity Groups").

Essential Duties and Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Executing all Staff Affinity Group global programs and initiatives, including vetting as necessary with relevant stakeholders.
2. Managing Staff Affinity Group infrastructure and operations.
3. Overseeing Staff Affinity Group leader rotations, including liaising with key stakeholders such as the groups' Executive Sponsors, Directors of Administration, Office of the General Counsel, Human Resources, and other administrative departments. Managing onboarding for all new group leaders, including the annual orientation for the global Staff Affinity Group leaders.
4. Meeting with the leaders of each Staff Affinity Group on a regular basis to guide development and execution of the annual strategy for each group, as well as organizing and facilitating quarterly meetings for the leaders of all Staff Affinity Groups to encourage information sharing and coordination.
5. Collaborating with the Manager of Global Attorney Diversity & Inclusion – Affinity Groups and the broader Global Attorney Diversity Team to identify partnership opportunities between our lawyer and staff affinity groups and develop shared resources to support all affinity groups at the firm.
6. Supporting the execution of global Staff Affinity Group initiatives and programs, including approved events in recognition of cultural moments and heritage months, mentoring programs, and tailored professional development programs.

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7. Planning and attending all Staff Affinity Group meetings for members and leaders; this includes preparing meeting agendas, researching and lining up guest speakers, preparing internal speakers (including firm leaders), and organizing meeting logistics; organizing an annual retreat for Affinity Group leaders.
8. Developing and implementing supplemental training opportunities for Staff Affinity Group Global Leaders.
9. Developing and implementing best practices for Business Services Affinity Group operations and process, including establishing a regular meeting cadence with global and local leaders, collecting formal feedback from group members; managing all regular reporting and recordkeeping for the groups.
10. Collaborating with Brand & Communications stakeholders on communications strategy and approvals for global communications.
11. Supporting the formation and launch of any new Staff Affinity Groups at the firm.
12. In consultation with Staff Affinity Group leaders and Executive Sponsors, developing the annual budgets for all the groups; assisting with review and approval of group expense requests throughout the year.
13. Ensuring continuous service enhancements through benchmarking with law firm peers and by evaluating ways in which existing Staff Affinity Group initiatives, structures, and administration can be improved.
14. Collaborating with staff members at all levels of the firm's administrative departments, including the Staff Career Services, Well-Being & Benefits, Human Resources, the Office of General Counsel, Brand & Communications, Operations, Technology, and others to exchange information and coordinate Staff Affinity Group initiatives.
15. Completing special projects as needed for the Business Services Diversity & Inclusion team and for the Global Citizenship Department.
16. Promoting a fully inclusive environment, employing effective work practices, working as a team member, and showing respect for co-workers.

Position Specifications

Education

- Bachelor's degree required.

Work Experience

- A minimum of five (5) years relevant diversity and inclusion experience, preferably in a professional services environment, required (with a strong preference for law firm experience).
- A minimum of three (3) years managerial experience is desired.

Knowledge, Skills, and Abilities

- Demonstrate a high level of attention to detail.
- Think critically and are action oriented.

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- Display advanced communication skills, both written and verbal, with expertise drafting professional, concise and compelling proposals, emails, invitations, announcements, presentations, talking points, and executive summaries.
- Possess organizational skills needed to manage time well, prioritize effectively, handle multiple deadlines and projects, and thrive in a fast-paced, deadline-driven environment.
- Display leadership skills necessary for effective management, independent judgment and discretion, risk management, and strategic thinking.
- Possess well-developed and professional interpersonal skills, with a high degree of emotional intelligence and empathy, and the ability to interact effectively with people at all organizational levels of the firm, including both lawyers and staff, as well as student recruits and clients.
- Ability to work in a team environment with a customer service focus.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines.
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions.
- Ability to use independent judgment and discretion when making majority of decisions.
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports. Advanced PowerPoint, HTML, and database management skills.

Additional Requirements

- Moderate travel required.

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.