

# Sustainability Manager

|                                     |   |
|-------------------------------------|---|
| <b>Department / Subdepartment:</b>  | Legal Talent/Global Citizenship           |
| <b>Organizational Relationship:</b> | Reports to Senior Manager, Sustainability |
| <b>FLSA Status:</b>                 | Exempt                                    |
| <b>Last Updated:</b>                | 01/28/2025                                |

## Department / Subdepartment Overview

Latham & Watkins seeks to operate in an environmentally conscious manner and minimize our global footprint. The firm has set science-based reduction targets for its Scopes 1, 2, and 3 emissions as well as a 100% renewable energy target by 2030. The firm's Environmental Sustainability team leads a multi-faceted program that includes environmental regulatory reporting, client-facing sustainability engagement, and internal operational sustainability.

## Role Overview

The Sustainability Manager will oversee lead and manage sustainability initiatives across the organization, including voluntary and client sustainability reporting, and supporting regulatory reporting requirements. The Sustainability Manager is a key contributor to achieving the firm's internal sustainability goals and emissions reduction targets. They will report to the Sustainability Senior Manager and be an integral part of a team dedicated to excellence in business sustainability. The successful candidate is a subject matter expert in corporate sustainability with substantive experience in an enterprise organization, and has the ability to evaluate execute strategies at a tactical and managerial level. This person will work closely with internal business teams and external entities to proactively identify opportunities to create value and mitigate risk through sustainability initiatives.

## Essential Duties and Key Responsibilities

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

- Utilize expertise of greenhouse gas accounting and sustainability reporting frameworks to lead third-party environmental reporting activities through frameworks (e.g., CDP, SBTi, EcoVadis).
- Remain informed about local, global, and industry-level sustainability trends and legislation, ensuring compliance across all operational areas, including, but not limited to, CSRD, CSDDD, and California disclosure requirements.
- Establish processes to ensure the completeness and accuracy of information reported in accordance with regulatory requirements.
- Managing client sustainability surveys and questionnaires, including engagement with client sustainability teams as needed.
- Foster strong cross-functional collaboration with key business departments to support sustainability initiatives and enhance the sustainability of the firm's operations.
- Build and maintain relationships with external partners, including consultants, clients, and sustainability industry organizations.
- Act as a sustainability subject matter expert internally and externally, and help evaluate improvements in our global sustainability program and benchmark best practices.
- Pitch in on other high priority sustainability team workstreams as required.
- Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Fluency in GHG Protocol and decarbonization frameworks (e.g., SBTi), experience in corporate sustainability at an enterprise organization, including operational / facility-level sustainability experience, and familiarity with regulatory requirements (e.g., CSRD; CSDDD).
- Ability to collect, process, and analyze large quantities of data in Excel, Tableau or other analytics software
- Ability to assess operating conditions, efficiency, and applicable standards relative to building and infrastructure
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions.
- Ability to work in a team environment with a customer service focus.
- Advanced communication skills, both written and verbal.
- 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 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.

## Position Specifications

### *Typical Experience*

- Minimum of 5 years' experience in corporate sustainability in a large enterprise organizational setting is required

### *Education*

- Bachelor's degree in Sustainability, Environmental Science, Business Administration or equivalent required
- Master's degree in Sustainability or related field preferred

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Travel may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.