

This is an exciting opportunity to work for one of the top law firms in the United States and the region. This position is responsible for providing strategic direction to and oversight of Stoel Rives' Talent Acquisition Department. The individual in this role will work with Firm leadership to develop, implement, and manage strategies and processes to facilitate the Firm's talent recruiting initiatives. In doing so, this position will lead a team that ensures the Firm has a robust and effective summer associate program, sources and attracts top quality candidates, increases the Firm's visibility in all major markets, and establishes a process to forecast for future talent needs. Strong preference for person to sit in the Portland office. Some domestic travel required. At Stoel Rives, you will find challenging work assignments, opportunities for professional growth and community involvement, and a culture of innovation.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Recruiting

Collaborate with the Firm Managing Partner, Practice Group Leaders, and Chief Talent Management Officer to develop and implement recruiting strategies and sourcing plans to ensure the firm sources and attracts top-quality candidates. Develop a network and strong professional relationships with preferred search firms in all major markets and increase the firm's visibility with those firms and assess when outside recruiting resources are necessary. Direct search firm protocol and is responsible for the execution and management of all search firm agreements. Partner with the Firm Managing Partner and the Chief Talent Management Officer to develop a firm infrastructure to assess and manage succession planning and client transitions, including forecasting talent needs across the firm. Develop hiring targets and standards that reflect the firm's overall strategic plan and business objectives, as well as defined metrics to measure performance and drive business decisions.

Engage in direct candidate sourcing for lateral recruiting. Establish and ensure recruiting and selection best practices across the firm which include but are not limited to applicant screening, processing, interviewing, selection, offer letter language, presenting offers, hiring and onboarding processes for all lawyers. Develop and direct the orientation program for newly-hired lawyers and staff in the Portland office. Process new hire paperwork and comply with Human Resources Department procedures for pre-employment hiring checks. Collaborate with the Office Administrators to ensure consistent firm wide approach to the orientation program and pre-employment hiring checks for all new hires.

Ensure all recruiting policies, procedures and processes are aligned with the firm's culture and values of engagement and collaboration and that diversity and inclusion continue to be key elements of the recruiting and employment practices. Develop and manage collateral recruiting materials, including development and updating of print materials and content of lateral recruiting section of firm's website. Monitor local and national markets to stay informed of current and projected hiring trends and law firm news. Direct the development and administration of the lawyer recruiting function in all offices and directly manages the Lawyer Recruiting Managers.

2. Law School Recruiting

Responsible for the design of the summer associate program across all offices. Works closely with the Lawyer Recruiting Managers and Office Administrators to ensure the 1L and 2L recruiting processes and protocols and the summer program planning and management are consistent. Consult with the Firm Managing Partner, Practice Group Leaders, and Office Managing Partners regarding future entry-level associate needs to determine the number of Summer Associate slots including diversity fellows in each office and which summer associates will receive an offer to return as 2Ls the following summer or as an entry-level associates the following fall. Work with the Recruiting Committee Chairs and Office Administrators to determine the fall recruiting process strategy, including which job fairs to attend and which law schools to participate in the on-campus interviewing program. Establish and ensure recruiting and selection best practices across the firm which include but are not limited to applicant screening, processing, interviewing, selection, offer letter language, presenting offers, hiring and onboarding processes for all law students. Ensure all law school recruiting policies, procedures and processes are aligned with the firm's culture and values of engagement and collaboration and that diversity and inclusion continue to be key elements of the law school recruiting and employment practices.

3. Department Management and Budget

Establish the appropriate staffing model and is responsible for the recruitment and selection of all members of the Talent Acquisition Department. Provide day to day work direction, training and professional development, and performance management through regular informal feedback and formal performance evaluations. Ensure recruiting managers are trained to develop a pipeline of candidates using social media, professional organizations and direct leads. Guide and manage efforts to implement new technology, software programs and more efficient processes. Collaborate with the Office Administrators to develop the recruiting budgets, including budgets for the law school recruiting/summer associate program, lateral recruiting, search firm placement, relocation, and bar study/bar exam expenses, in each office and ensure a consistent budgeting approach across all offices. Provides monthly oversight and management of law school and lawyer recruiting expenses to ensure budget adherence throughout the year.

Other duties as assigned.

ESSENTIAL CAPABILITIES

Must possess the following capabilities: Strong administrative, management and leadership abilities. Ability to work with only general direction, and provide direction and strategic guidance to other managers and supervisors. Ability to communicate effectively, both orally and in writing, and display initiative and attention to detail. Capable of handling confidential recruiting matters with sensitivity and confidentiality; dealing with difficult situations and challenging people. Must be able to gather information from multiple sources and to prepare reports; balance multiple priorities and maintain consistent recruitment practices in a fast-paced environment. Ability to understand confidentiality of privileged communications and other information received and sent, both written and verbal. Must be able to communicate complex information and ideas effectively and efficiently with limited preparation; rapidly analyze issues, anticipate consequences, make decisions and initiate action. Must have excellent interpersonal skills and ability to maintain effective working relationships with personnel at all levels of the

organization. Ability to encourage and motivate employees while maintaining consistent office practices and procedures. Must demonstrate a willingness to assume additional responsibilities as needed and work cooperatively with peers and team members.

Physical/Mental Capabilities

Job requires frequent sitting, talking, and hearing. Must be able to type on a computer keyboard in a sitting position for long periods of time during a workday. Position requires occasional standing, walking, bending, stooping, lifting, and reaching. Must be able to operate telephone and photocopier equipment; read, interpret, and understand written and verbal instructions and information; learn quickly; present ideas effectively, sometimes under pressure; express ideas clearly in written and verbal form; and maintain stable performance, sometimes under pressure or opposition.

EDUCATION & EXPERIENCE

Bachelor's degree in business, human resource management, or related field required; Master's or Juris Doctorate degree preferred.

Must have a minimum of eight years of progressive responsibility managing all aspects of a recruiting function in a law firm or similarly structured organization. Must have successful track record in leading the strategic recruitment effort in a multi-office organization and the gravitas to facilitate and develop successful working relationships with leaders of the firm. Must have demonstrated experience in direct-sourcing potential candidates using a variety of methods, including the use of social media, as well as demonstrated knowledge of and experience in the use of behavioral interviewing and structured panel interviewing techniques. Must have working knowledge of recruiting database applications and experience with ViRecruit is strongly preferred.

NORMAL WORK HOURS

This position is salaried and exempt. Incumbent is expected to work whatever hours are necessary to accomplish the assigned responsibilities. Some domestic travel is expected.

To apply please visit our website: <https://www.stoel.com/about/careers/administrative-business-professionals/openings>

Stoel Rives is an Equal Opportunity Employer

About Stoel Rives LLP: Stoel Rives is a leading U.S. corporate and litigation law firm. One of the largest national firms focused on energy, natural resources, environmental and climate change, Stoel Rives also serves the agribusiness, food and beverage, health care, life sciences and technology industries. With more than 350 attorneys operating out of 10 offices in seven states and the District of Columbia, Stoel Rives is a leader in regulatory and compliance matters,

business, labor and employment law, intellectual property, land use, real estate development and construction law. For more information, follow us [@stoelrives](#) or visit www.stoel.com.