ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Employer Outreach

DEPARTMENT: Law School, Lincoln Center

RESPONSIBILITIES:

- **Management**: Reporting to the Assistant Dean for Career Planning, manage the Employer Relations Team, including the Manager of Legal Recruiting and the Resource Associate. In conjunction with and supervising the Manager of Legal Recruiting in day to day oversight and administration of our On-Campus Interview (OCI) Program. In conjunction with the Manager of Legal Recruiting supervise the Resource Associate in day to day oversight of the online job bank and duties related to OCI and employer relations. In conjunction with the Director (Counseling side) and the Manager of Legal Recruiting manage the executive secretary who, among reception duties, assists the Employer Relations Team.

- **Employer Development**: Responsible for the cultivation and preservation of employer relations with employers NOT part of our OCI Program and with a focus on small & midsize law firms and corporations. Identify, target and cultivate small & midsize firm, corporate/financial institutions and non-traditional legal (J.D. Preferred) employers to recruit Fordham JD students and alumni. Maintain relationships with employers through coordinated Stewardship efforts. Analyze employment market trends and employer hiring histories of Fordham students and graduates among these employer types.

- **Alumni Engagement**: Identify opportunities to engage alumni in providing employment opportunities. Engaging with the Small to Midsize Law Firm Leaders Dean's Advisory Council to develop relationships, hiring leads, implement networking events and other programs. This may include liaising with the Alumni Relations Office and the Fordham Law Alumni Association, including relevant Alumni Affinity Groups and Regional Alumni Chapters. Presence at both internal and external events.

- **Marketing**: Developing and implementing marketing strategies to cultivate new relationships, including brochures, mailings and other marketing initiatives working with the School’s Communication Office.

- **Employer Visits**: Create a comprehensive employer outreach and visit plan to identified employer targets with benchmarks to assess project effectiveness.

- **New Graduate Employment**: Working in coordination with Counselors to drive efforts for new graduate employment, including targeting employers, liaising with counselors on third year students and new graduates’ status to identify opportunities to connect, assist with the collection of data for graduate files and reporting purposes and working in concert to facilitate the Advisor Programs for new graduates by identifying and engaging alumni advisors.

- **Student Programming**: Working in coordination with Counselors to identify and target alumni participants for career development programs (e.g. Lunch with a Lawyer) designed to engage students in networking.

- **External Engagement**: The Director of Employer Outreach should seek out opportunities to publish relevant articles and present on topics within scope to raise the profile of the School and its students and alumni with employers.

- **Other Functions**: Other duties as assigned by the Assistant Dean for Career Planning

- **Travel**: Minimal outside the NY Metro Area, travel within the NY Metro Area expected.

QUALIFICATIONS:

- JD with 2+ years of experience in practice, preferably some experience in a smaller firm setting.
- Eight plus years of legal recruiting experience, preferably in the NY Metro Area
- Demonstrated understanding of marketing and sales with a creative vision for developing employment opportunities for law students and alumni.
- Demonstrated ability to make connections and build alliances along with the ability to network actively with alumni and potential employers.
- Excellent presentation and verbal skills
- Exemplary project management and organizational skills necessary to handle multiple projects to juggle priorities in a fast paced office and to develop a comprehensive and strategic initiative

STARTING DATE: ASAP

Send Cover Letter and CV to: Darin Neely
Assistant Dean
lawresumes@fordham.edu

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