

There is an opening for a Director of Diversity and Inclusion in its New York or Washington, DC Offices. This position is in the Talent Development Department of Arnold & Porter Kaye Scholer and works closely with the Diversity & Inclusion Committee Chair, the Chief Talent Officer, the Co-Managing Partners, the Chief Human Resources Officer and the Executive Director. The Director of Diversity & Inclusion will have a Firm-wide presence, working closely with the Diversity & Inclusion Committee, Talent Development, Human Resources, other attorney committees and senior administrative managers to ensure effective implementation of the Firm's diversity and inclusion objectives and strategies including talent acquisition, retention and engagement within and outside the Firm.

The Director is responsible for working with the Diversity & Inclusion Committee to implement initiatives and projects designed to attract, develop and retain top talent from diverse backgrounds, experiences and perspectives. The Director also is responsible for identifying training curriculum/conferences/programs/events/target organizations. The Director will be responsible for the D&I budget as well as tracking data and reporting on internal and external trends. The Director is responsible for overseeing the response to all diversity surveys and other client requests for diversity data, and will collaborate with others on these submissions. The Director embraces the work of diversity and inclusion and recognizes it as a core value at APKS.

#### QUALIFICATIONS:

- A bachelor's degree required.
- A minimum of five years of experience in a law firm, professional services or corporate environment with some law firm experience preferred.
- A minimum of two years of experience in a diversity and inclusion role within a law firm, professional services or corporate environment.
- Experience in developing and implementing innovative D&I strategies.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access), viDesktop, and HTML are preferred.
- Successful project management skills.
- Ability to multitask and prioritize projects.
- Exceptional judgment, flexibility and professionalism and ability to lead effectively while being a team player.
- Professional presence, strong interpersonal, management and problem solving skills.
- Excellent oral and written communication skills.
- Strong organizational and presentation skills, initiative and attention to detail.
- Flexibility to work additional hours, as needed.

Click here to apply:

<https://selfapply.aporter.com/videsktop/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=7AC27D98AF304FACBBBCB45FE5B4461D>