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Associate Director of Knowledge Management, Senior KM Counsel

Department: Knowledge Management

Organizational Relationship: Reports to the Director of Global Knowledge Management

FLSA Status: Exempt

Last Updated: August 2026

General Summary:

The Associate Director of Knowledge Management, Senior KM Counsel (the "Associate Director") is a senior leadership role within the firm's Knowledge Management ("KM") function. In partnership with [practice/practice cluster] Practice Group Chairs ("PGCs"), the Director of Global Knowledge Management, and other Technology & Information Services ("Technology & IS") leadership, the Associate Director establishes and drives the KM strategy for the [practice/practice cluster] Practice Group[s] (the "Practice Group"), overseeing priorities, projects, resourcing, and workflows. The Associate Director leads and develops the KM team, including KM lawyers and KM counsel, supporting the Practice Group and structures and oversees effective engagement by practicing lawyers in the Practice Group's KM strategy, programs, and work product. The Associate Director brings deep subject matter expertise in [practice] and also contributes to firmwide KM strategy, actively championing central KM initiatives including the adoption and integration of AI tools and technologies into KM workflows and legal practice support.

Essential Duties and Responsibilities:

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

1. In collaboration with the PGCs and Director of Global Knowledge Management, develop and execute the KM strategy for the Practice Group, establishing annual and ongoing priorities, ensuring adequate resourcing, and overseeing all aspects of the Practice Group's KM activities and workflow.
2. Lead, manage, and supervise KM colleagues assigned to the Practice Group, including KM Counsel and KM Lawyers ("KM Team"), providing them with guidance and supporting their growth and development to ensure consistently excellent performance.
3. Develop a framework for, and oversee the implementation of, the involvement of practicing lawyers in the Practice Group's KM activities, ensuring the appropriate allocation of workflow and responsibility between practicing lawyers and KM Team and providing recommendations on recruiting strategy for the KM Team.
4. Distill extensive internal deal datasets to prepare market insights for use internally and externally.
5. Continuously monitor deal landscape, with a focus on the Firm's data and experience; identify emerging trends for practice leadership and lead the development of materials to communicate such information to members of the practice group, clients, and prospective clients.

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6. In close collaboration with other Technology & IS leadership, including the Legal Innovation team, drive the development and implementation of AI-based workflows to streamline the extraction and analysis of key provisions from deals from Firm databases and operative documents.

7. Collaborate closely with members of the Business Development and Brand & Communications Departments to ensure that all market-facing and pitch materials for the practice group include current market insights and analysis, customized as appropriate.

8. In collaboration with other verticals within Technology & IS, develop and prepare dashboards, dynamic reports, and other materials summarizing key insights and trends in the market that can be shared internally and externally.

9. Maintain relationships with partners across practice groups and leverage these relationships to identify emerging trends in the legal landscape.
10. Generate performance evaluations and recommend salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of KM team members.
11. Complete special projects as required.
12. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

- JD required or its equivalent required.
- Admission to at least one US State Bar or other jurisdiction in which the firm operates is required.

Work Experience

- A minimum of ten years' progressively responsible practice management experience in legal or other professional services environment required
- A minimum of ten years' experience in a management role required
- A minimum of eight years as a practicing attorney with a leading international law firm, with significant experience in [M&A and/or Private Equity transactions] required

Knowledge, Skills & Abilities

- Deep subject matter knowledge of [M&A and Private Equity] practice, including market standards, deal structures, and regulatory frameworks relevant to KM resource development
- Strong ability to quickly and fully understand the Practice Group's strategy and priorities
- Strong ability to quickly build a deep understanding of the areas of expertise and the nature of services provided by Practice Group and the KM Team
- Outstanding project management skills; proven experience taking broadly stated objectives and successfully turning them into comprehensive project and operational plans

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- Exceptional attention to detail, with the ability to ensure accuracy and consistency across complex data, materials, and processes
- Technical aptitude with AI systems
- Strong creative mindset, particularly in the context of AI use cases and scaled execution
- Flexibility and ability to build consensus
- Superior communication skills, written and verbal
- Exceptional interpersonal skills; ability to lead with influence (as opposed to authority) and build consensus
- Ability to operate effectively in a dynamic environment, manage competing priorities, and deliver results on a tight timeframe
- Consistent, timely responsiveness, including outside of normal business hours
- A collaborative and client-service approach
- Ability to interact effectively with people at all levels of the Firm;
- Strong computer and technical skills, including all Microsoft Office applications, particularly PowerPoint

Additional Requirements

- Occasional travel may be required.

Physical Demands

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