

Associate Director of Partner Recruiting - US

Department: Partner Recruiting & Integration

Organisational Relationship: Reports to the Director of Partner Recruiting - US

FLSA Status: Exempt

Last Updated: December 2025

General Summary:

The Associate Director of Partner Recruiting – US (the “Associate Director”) will oversee the day-to-day operations of the firm’s US lateral partner and counsel recruiting function.

The Associate Director will lead and manage the firm’s US-based lateral partner and counsel recruiting managers and will work closely with the Director of Partner Recruiting – US and the Director of Global Partner Recruiting to drive the recruitment of lateral partners and counsel in furtherance of the firm’s strategic objectives and priorities for growth in the US.

The Associate Director will also work closely with firm and administrative leadership, including the Deputy Chief – Professional Administration, additional members of the Partner Recruiting & Integration Department, and with other firm partners involved in the partner and counsel recruiting process to ensure recruiting processes, workflow, operations and services remain aligned with the firm’s recruiting priorities and objectives.

Essential Duties and Responsibilities

“Essential duties” are those that the Associate Director must be able to perform at the firm’s direction:

1. Works in close collaboration with the Director of Partner Recruiting - US, the Director of Global Partner Recruiting, firm leadership, and office administrative to support the firm’s priorities and goals for expanding the partnership through lateral partner and counsel hiring in the firm’s US offices, and drives relevant recruitment activity in furtherance of those aims.
2. Responsible for all US lateral partner and counsel recruitment processes, including ensuring that all requisite approvals are in place; broad support is sought and secured for any hire; and escalating any issues to members of leadership with appropriate judgment and discretion. Ensures that the US-based members of the partner and counsel recruiting team maintain the highest levels of quality, efficiency, and commercial awareness throughout each process.
3. Provides day-to-day management, leadership, and development opportunities to the US-based members of the partner and counsel recruiting team.

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4. Maintains a strong working knowledge of the firm's practice and industry platform and strong working relationships with partners across the US to ensure the US-based partner and counsel recruiting team effectively executes on the firm's recruitment priorities and strategies.
5. Serves as a day-to-day point of escalation for, and provides strategic direction to, US-based Partner Recruiting Managers.
6. Serves as a resource and strategic advisor to partner sponsors throughout the recruiting process, as appropriate. Proactively identifies potential issues and proposes potential solutions to ensure the smooth execution of all candidate processes.
7. Builds relationships with Office Managing Partners and Practice Group Chairs in order to understand their strategic priorities and lateral partner and counsel hiring goals, and works collaboratively with both constituencies to ensure transparency and alignment regarding the same.
8. As and when required, steps in to personally manage and execute upon partner and counsel recruiting processes in order to ensure timely delivery and the best outcome for the firm.
9. Acts as an ambassador for the firm when engaging with US-based headhunters in discussions designed to position Latham & Watkins at the leading edge of strategic growth in the US.
10. Stays abreast of current developments within the US lateral hiring markets, and recommends changes to existing policies or practices where appropriate.
11. Contributes to leadership and direction-setting for the Partner Recruiting & Integration Department.
12. Completes special projects as required.

Position Specifications

Education

- Bachelor's degree or equivalent required.
- MBA, JD or Master's Degree preferred.

Work Experience

Ten years recruiting experience in a professional services setting preferred, with at least five in a management role.

Knowledge, Skills, and Abilities

- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making) necessary for effective management
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm and with representatives from external recruiting agencies
- Strong personnel management skills, including the ability to manage, lead, train, and develop Manager-level colleagues

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- Excellent communication skills, both written and verbal Exceptional ability to think critically, perceive and analyze complex issues and offer practical solutions in real-time
- Sensitive to the needs of diverse and multicultural constituencies
- Broad knowledge of legal employment issues and the global partner recruiting market
- Ability to work in a team environment with a customer-service focus
- Excellent computer and technical skills, including Word, PowerPoint, Excel and database management
- Exceptional judgment and ability to handle highly confidential and sensitive information with the appropriate discretion

Additional Requirements

- Regular travel within the US required.

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.