

Director of Partner Integration

Department: Partner Recruiting & Integration

Organizational Relationship: Reports to the Deputy Chief Operating Officer

FLSA Status: Exempt

Last Updated: April 20, 2026

General Summary:

The Director of Partner Integration oversees all aspects of the onboarding and integration of the firm's internally promoted and lateral partners, working with a broad range of constituencies to ensure that each new partner receives the resources and support needed to fully, effectively, and expeditiously become a productive member of the partnership. The Director is responsible for ensuring that each new partner is aware of and utilizing all appropriate resources available for their practice development, builds relationships with those partners and business services team members who are involved in their onboarding and integration, and participates fully and actively as a member of the partnership and the firm.

Essential Duties and Responsibilities:

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

1. Leads, manages, and supervises colleagues in the Partner Onboarding and Integration function, providing them with guidance and supporting their growth and development to ensure consistently excellent performance
2. In collaboration with leadership of the Partner Recruiting function and other members of the Partner Recruiting & Integration Department, ensures that the recruitment process for each prospective lateral partner is informed by integration considerations and that the integration strategy for each lateral partner who ultimately joins the firm reflects information gathered during the recruitment process
3. Oversees the arrival and onboarding process for each lateral partner, ensuring it is customized to the lateral partner's practice, seniority level, and client base
4. Oversees the development and execution of a tailored integration strategy for each lateral partner that takes into account each lateral partner's practice, region, industry focus, and client base and supports each lateral partner in their integration into the firm's practice platform as well as their integration into all aspects of Latham's culture and community
5. Oversees the administration, delivery, and continuous review of the Platform Integration Program (PIP) for internally promoted and lateral partners, which serves as the firm's comprehensive integration framework; oversees the design and delivery of PIP-aligned programs and events, with a focus on structured networking and relationship-building, and collaborates with firm leadership and other business services functions to ensure the

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program remains effective, aligned with the firm's priorities, and responsive to evolving integration needs.

6. In close collaboration with the Business Development Department, ensures that each new partner receives individualized support to develop and execute on their business development agenda and revenue generation goals
7. Ensures the efforts to support the integration of each new partner remain on track and that new opportunities for further integration into the Latham platform are identified and realized by ensuring regular communication during the first 12-24 months following each new partner's admission to the partnership between members of the Partner Integration function and the new partner and between and among members of the Partner Integration function, members of other business services teams, and members of firm, office, department, practice and industry group leadership supporting the new partner's integration
8. Collaborates with the Department's Research & Analysis function in the development, delivery, and utilization of customized reports containing information regarding activity, trends, statistics, and other qualitative and quantitative information regarding the firm's new partner populations, including specific cohorts within these populations (by practice, office, prior firm, class year, etc.)
9. Ensures any integration challenges for an individual new partner are identified and proposes solutions for addressing them; provides or facilitates the delivery of additional support as appropriate
10. Incorporates principles of continuous improvement into all aspects of the Partner Onboarding and Integration function, identifying opportunities to augment, enhance, and evolve the onboarding and integration support provided to all new partners
11. Develops and maintains strong relationships with partners across the firm and with colleagues at all levels across all business services teams; relies on these positive relationships to ensure that resources are efficiently and effectively deployed to support each new partner
12. Serves as an integral member of the Partner Recruiting & Integration Leadership team,, collaborating with the Deputy Chief Operating Officer and leadership of each of the Department's functions to identify opportunities to augment and enhance the Department's services, foster the development of colleagues across the Department, and drive the Department-wide adoption of artificial intelligence to enhance workflows and deliverables
13. Completes special projects as required
14. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of the members of the Onboarding and Integration function
15. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required
- Advanced degree preferred

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Work Experience

- A minimum of 15 years' progressively responsible experience in legal or other professional services environment required
- A minimum of ten years' experience in a management role required
- Advanced degree and/or coaching certification preferred

Knowledge, Skills & Abilities

- Ability to develop extensive knowledge of the firm's platform, business services, culture, personnel, and processes
- Superior interpersonal skills; ability to build relationships and trust with lawyers and staff at all organizational levels
- Excellent leadership skills, including leading adjacent teams
- Superior communication skills, both written and oral
- Strong analytical, issue-spotting, and problem-solving skills
- Ability to serve as a trusted advisor to partners and firm leaders
- Exceptional responsiveness and an ability to prioritize effectively and address urgent matters, including those that arise outside of traditional business hours
- Ability to apply judgment and to handle highly confidential and sensitive information with appropriate discretion
- Ability to apply sensitivity to the needs of diverse and multicultural constituencies
- Strong knowledge of and proficiency with a variety of desktop and web-based applications, including Microsoft Word, Excel, PowerPoint, Teams, and OneNote
- Ability to learn and leverage firm artificial intelligence tools and other emerging technologies to drive efficiency in department processes and workflow

Additional Requirements

- Moderate 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.