

Partner Integration Manager

PeopleSoft Job Code / Title:	6700 / Partner Integration Manager
Department / Subdepartment:	Partner Recruiting & Integration
Organizational Relationship:	Reports to the Director of Partner Integration
FLSA Status:	Exempt
UCM Level:	n/a
Last Updated:	July 8, 2026

Role Overview:

The Partner Integration Manager is a member of the Partner Recruiting & Integration (PRI) team and is responsible for overseeing the integration of a portfolio of lateral and internally promoted partners, working with a broad range of constituencies to ensure that each partner receives the resources and support needed to fully, effectively, and expeditiously become a productive member of the partnership.

Essential Duties and Responsibilities:

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

1. Builds and fosters relationships with colleagues at all levels across all business services teams involved in the integration of the firm’s partners and leverages these relationships to ensure that resources are efficiently and effectively deployed to assist each partner
2. Provides individualized one-on-one support for each partner in the Manager’s portfolio to help foster their success at the firm, including by connecting them with available resources and services to facilitate their successful integration into the partnership
3. Coordinates with members of the Partner Recruiting team to ensure that the recruitment process for each prospective lateral partner is informed by integration considerations, and that the integration strategy for each lateral partner is informed by information gathered during the recruitment process
4. Collaborates with the relevant individuals to understand incoming lateral partners’ objectives, priorities, practice, industry focus, client base, and other considerations that will inform each partner’s long-term integration plan and participation in the firm’s Platform Integration Program. In collaboration with the Director and the other Partner Integration Managers, continuously evolve the integration process through discussions, feedback, and identify and replicate best practices.
5. Develops and executes a tailored integration strategy for each assigned partner, taking into account each partner’s practice, region, industry focus and client base, and ensures the strategy focuses on supporting each partner’s integration into the firm’s platform and into all aspects of Latham’s culture and community
6. Ensures the strategy and efforts to support the integration of each partner to remain on track and that new opportunities for further integration into the Latham platform are identified and realized

LATHAM & WATKINS

7. Establishes a communication protocol in line with the integration process between the partner and key stakeholders
 - The Manager
 - Other members of the Partner Integration team
 - Members of other business services teams
 - Firm, office, department, practice, and industry leadership supporting the partner's integration
8. Leads delivery and execution of Platform Integration Plan in collaboration with the partner's office, department, and practice group leadership.
9. Collaborates with the Business Development Department to ensure that each new partner receives individualized support to develop and execute on their business development agenda and revenue generation goals
10. Facilitates the development, delivery, and refinement of cohort-based structured networking events for new partners
11. Develops and maintains strong relationships with partners across practices, industries, and offices. Facilitates communication between key stakeholders to help achieve desired outcomes
12. Collaborates with business support teams, including Business Development, Attorney Development, Office Administration, and others – on practice, office, and industry group integration
13. Manages and supervises colleagues in the integration function, providing them with guidance and supporting their growth and development to ensure consistently excellent performance; generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
14. Assists Department Leadership with special projects, as needed
15. Promotes effective work practices, works as a collaborative team member, and shows respect for all co-workers

Position Specifications

Education

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

Work Experience

- A minimum of five years' progressively responsible experience in legal or other professional services environment required
- A minimum of three years' experience in a supervisory role

Knowledge, Skills & Abilities

- Ability to develop extensive knowledge of the firm's practices and global platform

LATHAM & WATKINS

- Ability to develop extensive knowledge of the firm's personnel, procedures, policies 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
- Strong communication skills, both written and oral, as well as superior analytical, issue-spotting and problem-solving skills
- Ability to identify, analyze, and summarize a variety of data points and trends
- Ability to think creatively and provide strategic support to senior management, as well as the ability to work in and foster a team environment
- Ability to work collaboratively in a style that is consistent with the culture of the firm
- Ability to manage time well, prioritize effectively and handle multiple deadlines
- Ability to handle highly confidential and sensitive information with discretion
- Ability to be sensitive 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 One Note; SharePoint
- Ability to learn and leverage firm artificial intelligence tools and other emerging technologies to drive efficiency in department processes and workflow
- Exceptional responsiveness and an ability to prioritize effectively and address urgent matters, including those that arise outside of traditional business hours
- Ability to serve as a brand ambassador to the PRI Department by displaying a positive attitude and by providing exceptional service to all stakeholders

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.