

Senior Manager of Real Estate – Capital Projects (US)

PeopleSoft Job Code / Title: 6959 / Senior Manager of Real Estate
Department / Subdepartment: Global Real Estate
Organizational Relationship: Reports to the Associate Director of Real Estate Capital (or Director of Real Estate Capital Projects)
FLSA Status: Exempt
UCM Level: N/A
Last Updated: July 14, 2026

Role Overview

The Senior Manager of Real Estate – Capital Projects (US) is responsible for the execution and delivery of complex capital projects across the firm's portfolio, with a primary focus on the United States. This role leads end-to-end project delivery, from initial scoping and planning through design, construction, and project closeout, ensuring alignment with firm standards, budget expectations, and business objectives.

In addition to project execution, the role contributes to the development and enforcement of processes, governance, and standards across capital projects, helping drive consistency, efficiency, and quality across the portfolio.

The position requires a high level of technical expertise, independent decision-making, and the ability to manage multiple stakeholders, including internal clients and third-party consultants.

Essential Duties and Key Responsibilities

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

1. Lead the execution of capital projects, including office fit-outs, renovations, and strategic investments, primarily across US locations
2. Manage all phases of projects, including planning, design development, procurement, construction, and closeout
3. Develop and manage project budgets, schedules, and financial forecasts, including variance tracking and reporting
4. Serve as the primary point of contact for internal stakeholders, ensuring alignment with business requirements and expectations
5. Work closely with the broader Global Real Estate and Workplace Experience team, including leasing, workplace strategy & design, and data teams, to ensure integrated project delivery
6. Coordinate with cross-functional workstreams, including technology, to ensure alignment of infrastructure, AV, security and digital requirements within projects
7. Lead and manage third-party teams including project managers, architects, engineers, contractors, and consultants
8. Oversee procurement processes including RFPs, bid evaluations, and vendor selection
9. Negotiate and manage contracts, ensuring alignment with firm standards, contract review requirements, and risk mitigation practices

10. Contribute to and help enforce project governance frameworks, standards, and best practices across capital projects
11. Ensure consistency with firm design, construction, and workplace standards across all projects
12. Provide technical expertise and strategic input on design and construction decisions
13. Support and oversee relocation and move management activities, including planning, coordination, and execution of office moves
14. Oversee furniture-related processes, including specification, procurement, delivery, and installation
15. Identify and mitigate risks related to cost, schedule, quality, and compliance
16. Support the development and continuous improvement of capital project processes, tools, and reporting mechanisms
17. Provide leadership and oversight to junior team members as applicable
18. Maintain regular reporting on project status, risks, and financial performance to senior leadership
19. Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Deep knowledge of design and construction processes, project delivery methods, and cost management practices
- Strong financial acumen related to project budgeting, forecasting, and reporting
- Proven ability to manage multiple complex projects independently
- Experience managing third-party vendors and consultants across all project phases
- Strong negotiation and contract management capabilities, including RFP processes
- Excellent communication and stakeholder management skills
- Ability to operate effectively in a fast-paced, global environment
- Strong analytical and problem-solving skills with sound decision-making judgment
- High level of accountability and ownership
- Ability to contribute to and apply governance standards and structured processes across projects

Position Specifications*Typical Experience*

- Minimum of eight years' experience in corporate real estate, project management, or construction required
- Strong experience delivering large-scale office fit-out and capital projects in the US required
- Demonstrated experience managing complex, multi-stakeholder projects and governance processes required
- Experience in a professional services or corporate real estate environment preferred

Education

- Bachelor's degree or equivalent required, preferably in Architecture, Engineering, Construction Management, or related field
- Advanced degree or relevant professional certifications preferred

Working Conditions and Physical Demands

- Extensive travel required, potentially up to 70–80% depending on project activity (including extended periods on-site across US locations)

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.