

**JOB DESCRIPTION**  
**Managing Partner/ Chief Executive Officer, Midsize Firm**  
(80 lawyers)

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The Managing Partner functions as the Chief Executive Officer of the Firm and is charged with the following responsibilities, among others.

**Essential Duties and Responsibilities**

- Provides annual financial pro forma and all appropriate assumptions to the partners, including monthly projections of anticipated revenues and an estimate of expenses and required working capital requirements for the next fiscal year.
- Reports to the partners regularly during the year on financial matters including significant variances between actual results and the pro forma.
- Acts as spokesperson for the Firm as to firm-wide and public events, publications and newsworthy activities.
- Manages and carries out policies set by the Executive Committee and the Partnership.
- Coordinates the timely implementation of the Firm's strategic plan and chairs the Strategic Planning Committee.
- Chairs meetings and coordinates the agenda for all meetings of the Partnership where voting takes place, unless the meeting is called by a specific partner and not the Managing Partner or the Executive Committee.
- Develops the agenda for and runs all meetings of the Executive Committee and serves as an ex officio member of all standing and ad hoc committees, assuring that those committees are performing the work and producing the product which they have been created and directed to produce.
- Schedules regular reports, meetings and communications with Practice Group Leaders and provides policy, directional and resource management input to matters involving the Practice Groups, including financial performance, and supports the efforts of the Practice Group Leaders.
- Recommends to the Executive Committee all partner compensation and bonuses in accordance with applicable firm policies and facilitates a timely annual compensation and appeal process.
- Coordinates the development or receipt and evaluation of merger or acquisition opportunities.
- Assists Practice Group Leaders in evaluation of lateral partner candidates and/or lateral group merger or acquisition opportunities.

## **The Managing Partner Forum**

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- Maintains smooth operations within the Firm and assures that decision processes are working at the level where, in particular cases and instances, decisions should be made.
- Coordinates with the assistance of the Marketing Director, client satisfaction surveys. Assists as needed and appropriate in client outreach activities. Provides guidance and assistance in handling difficult client communications, conflicts and other matters involving significant clients.
- Determines when the cash position of the Firm warrants or permits the making or diminishing of distributions to partners and the amount or amounts of such distributions.
- Designates the persons authorized to draw checks, drafts and orders on Partnership bank accounts and who is to have access to any Partnership safe deposit box.
- Schedules regular reports, meetings and other communications and provides policy and direction input with and to the Chief Operating Officer, the Marketing Director, the Director of Human Resources, the Director of Professional Development and other direct professional staff reports.
- Maintains positive working relationships among legal, administrative and support personnel. Fosters respect and professionalism throughout the Firm. Acts as caretaker and transmitter of the Firm's culture and expectations.

September 2012