

Coherent Economics

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Director of Operations

Description

Coherent Economics is seeking an attorney or management consultant with approximately 3-5 years of experience to be Coherent's Director of Operations. The Director of Operations will implement operational improvements as the firm continues to grow, oversee the firm's digital marketing efforts, coordinate business development efforts across the firm, onboard and offboard client engagements, manage vendors and contracts, and more. The Director of Operations will work closely with the firm's senior management, interface with clients, and have opportunities to grow professionally in their role.

About Coherent

Coherent Economics is a fast-growing boutique law and economics consulting firm with offices in Chicago, IL, Austin, TX, and College Station, TX providing world-class advisory services, data analysis, litigation support, and expert testimony to clients involved in high-stakes litigation or regulatory disputes. Our clients include many of the largest law firms worldwide, as well as boutique law firms specializing in litigation, competition, or finance. We also work for Fortune 500 companies, trade groups, state and federal government agencies, and regulatory agencies around the world.

We take great pride in our culture. The entire Coherent Economics team worked together to develop our Values, and each new team member must agree to uphold them. Our Core Values guide the firm's philosophy, vision, and strategy, and our Workplace Values guide our daily actions. Together, these values define who we are as a firm and as professionals. Among our Values, you will find critical behaviors such as "contribute to each other's success," "challenge, celebrate, and support each other," and "offer candid, timely, and actionable feedback." These values are reinforced by policies and procedures designed to support team members at every stage of their careers.

Responsibilities

Process Improvement and Project Management: Design and implement new processes and procedures across the firm's functions as the firm continues to grow.

Client Engagement Process Management: Assist senior staff with the client retention process, negotiate contracts and ensure firm compliance, and design and oversee the onboarding and offboarding processes for client engagements.

Finance: Develop and maintain budgets and reporting tools, negotiate and manage vendor agreements, and assist with the firm's AR/AP processes.

Digital Marketing: Maintain the company's website, social media, email campaigns, and other digital marketing efforts, and work with staff at all levels to ensure a steady supply of content.

Other Marketing: Coordinate participation at conferences and other industry events, and work with staff at all levels to pursue marketing and business development opportunities.

Recruiting: Oversee Coherent's on-campus, junior, and mid-level recruitment efforts, and ensure a strong presence on key college campuses; assist with senior

Employment Type

Full-time

Job Location

Chicago, Illinois

Date posted

November 21, 2022

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staff and affiliate recruitment efforts as needed.

Qualifications

Current or former attorney or management consultant with at least 3-5 years of corporate legal practice or management consulting experience.

Excellent verbal and written communication skills.

Excellent planning, organization, and project management skills.

Prior management experience.

JD, MA, or MBA degree from a high-quality program.

Prior corporate operations experience preferred but not essential.

Prior marketing and/or business development experience preferred but not essential.

Job Benefits**Compensation**

Base compensation will be approximately \$160,000 depending on qualifications and experience, with a performance-based bonus.

Location and Hybrid/Remote Work Arrangements

This position is for Coherent's Chicago, Illinois office location.

Coherent is currently operating under a Hybrid In-Office/Remote Work Arrangement. The Director of Operations will be expected to be in-office at least 3 days a week. Consistent with our Values and our clients' needs, we believe that working together as a team, in person, enhances collaboration and teamwork. It is also vital to professional development. We believe in having joy in the process and celebrating our achievements as a cohesive team, and that it is more fun to share in the joy with others when you can be present with them.

Equal Opportunity and Nondiscrimination

Coherent Economics is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.