

# Coherent Economics

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## Director of Operations

### Description

Coherent Economics seeks an attorney with approximately 5-8 years of corporate legal experience who is looking to transition into a strategic operational leadership role as the Director of Operations. Ideal candidates will leverage their legal expertise, managerial capabilities, and problem-solving skills across diverse areas of our growing organization. This role involves significant autonomy and strategic influence, implementing operational enhancements, overseeing client intake and offboarding, managing contracts and vendor agreements, driving marketing and business development initiatives, and supervising staff. Reporting directly to senior management, this position offers substantial professional growth and leadership opportunities.

### Responsibilities

#### Client and Legal Operations:

- Lead client intake and offboarding processes, including conflict checks, contract negotiations, compliance, and document and data classification and handling.
- Provide strategic oversight and guidance on all corporate legal matters, including contracts, vendor negotiations, dispute resolution, and other matters.

#### Process Improvement and Management:

- Develop and implement firm-wide processes to optimize service delivery and operational efficiency.
- Oversee AR/AP processes and manage vendor relationships.

#### Marketing and Business Development:

- Supervise the execution of the firm's digital marketing strategy, including developing website content and ensuring a strong social media presence.
- Coordinate the firm's participation in industry conferences and events.
- Collaborate closely with senior staff to identify and pursue strategic marketing and business development opportunities.

#### Leadership and Supervision:

- Manage and mentor staff across operational and administrative areas including HR, invoicing, and marketing.

### Qualifications

- JD required, with 5-8 years of relevant corporate legal practice experience.
- Exceptional verbal and written communication skills.
- Demonstrated expertise in planning, organization, and strategic project management.
- Prior supervisory or managerial experience strongly preferred.
- Background or demonstrated proficiency in economics, finance, or business is preferred.
- Strong proficiency with standard data analysis and management software,

### Employment Type

Full-time

### Start Date

Immediately

### Job Location

Chicago, Illinois

### Date posted

July 16, 2025

### Apply Now

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especially Microsoft Excel.

- Previous experience in operations, marketing, or business development is desirable.

## **Job Benefits Compensation**

Salary for this full-time position will be approximately \$220,000-\$240,000 depending on qualifications and experience, with a performance-based bonus as well as equity compensation opportunities.

## **Benefits**

Coherent offers its employees benefits including health, vision, and dental insurance, with a generous employer contribution. Coherent also offers short and long-term disability insurance and group term life insurance at no cost. Coherent also offers a profit-sharing 401k plan, open paid time off policy, flexible scheduling options, and wellness benefits, among other benefits.

## **Location and Hybrid/Remote Work Arrangements**

This position is for professionals who can be based in Chicago, Illinois.

Coherent's Chicago office is currently utilizing a hybrid work arrangement with required in-office attendance on Tuesdays and Thursdays to foster collaboration, professional growth, and team cohesion.

## **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.