

# Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit [davispolk.com](http://davispolk.com).

## Job Description

<b>Job Title</b>	Practice Resource Attorney – Finance
<b>Location</b>	New York
<b>Department</b>	Finance
<b>Reports to</b>	Finance Partners
<b>Exempt/Non-Exempt</b>	Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am – 5:30 pm weekends and after-hours availability at times.
<b>Position Summary</b>	Davis Polk is looking for an experienced attorney who has practiced in the bank financing area (including acquisition finance) who will work closely with Finance partners to develop and implement projects designed to meet the knowledge needs of the Finance practice group, including substantive and skill-based trainings, knowledge management and client-facing initiatives.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <p>Lawyer Training</p> <ul style="list-style-type: none"><li>– Identify practice-related training needs of the group and organize, design and lead comprehensive training curriculum for the Finance practice, including modular trainings, workshops and offsites</li><li>– Draft and improve substantive presentation and training materials for the Finance practice, including regular updates to reflect relevant key market, regulatory and judicial developments</li><li>– Work with practice group leaders to develop agenda and strategic priorities for monthly group lunches and other regular practice group updates</li><li>– Work with other practice resource attorneys and Professional Development to organize, design and deliver cross-group and summer associate training programs</li><li>– Solicit and analyze feedback from attorneys to develop and improve training initiatives</li></ul>

## Knowledge Management: Model Forms and Precedents, Current Developments

- Monitor, capture and keep the group informed about practice-related knowledge content and important market, industry and client-specific developments through briefing notes and memoranda, regular current awareness newsletters and the group's intranet
- Develop, organize and update certain model forms, best practices and the group's database and precedent banks to reflect changes in applicable laws, regulations and market standards and technological innovations
- Act as primary point of contact for, and keep the group informed about updates from, relevant external legal and market organizations and industry publications (such as LSTA) and subscription services (such as Covenant Review and Xtract)
- Train group members on how to access knowledge resources on the group's intranet and assist with ad hoc precedent, research requests for client matters

## Client-Facing Initiatives and Business Development

- Work with practice group leaders and Business Development to promote client and business development initiatives, including developing and producing a library of client-facing teach-in and presentation materials
- Identify issues and developments of relevance to key clients as part of ongoing business development and assist with drafting articles and briefing notes

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### **Qualifications/Position Requirements**

- 6+ years of relevant experience in a large law firm or corporate/financial institution legal department
  - Prior experience providing knowledge management support would be highly desirable
  - Excellent drafting and research skills
  - Well-developed organizational and communication skills
  - Understanding of learning processes and different methods of training
  - Aptitude for, and interest in, technology
  - Effective interpersonal skills
  - Pragmatic, flexible and good team worker
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**Compensation**

The expected base salary range for this position ranges from \$300,000 -- \$375,000. Salary offers are based on a wide range of factors including relevant skills, training, experience, education, and, where applicable, licensure or certifications obtained. Market and organizational factors are also considered. Davis Polk offers a competitive salary and comprehensive benefits package.

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**To Apply**

Submit resume and cover letter to:  
[cristina.attard@davispolk.com](mailto:cristina.attard@davispolk.com).

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.