

U.S. Bank Law Division Program Manager

Position number: 190002371

At U.S. Bank, we're passionate about helping customers and the communities where we live and work. The fifth-largest bank in the United States, we're one of the country's most respected, innovative and successful financial institutions. We are committed to our purpose: we invest our hearts and minds to power human potential. Part of this commitment, and one of our core values, is the creation of a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status.

Successful candidates for positions in the U.S. Bank Law Division consistently provide excellent advice and guidance to clients and colleagues, on a variety of legal matters. They build trusting relationships that allow the business to make well-informed decisions. They work to attract, retain, and develop great people in an inclusive environment where each person is valued for the distinct skills and attributes they bring to the group. Meaningful collaboration, participation in the community, and investment in the development of the Law Division are all expected from candidates.

The Legal Operations Team systematically grows and strengthens core competencies around financial management, vendor management, data analytics, technology, organizational design and development, communications, internal and external relations, and service delivery models. Working with the General Counsel and the Law Division Leadership Team, the Operations Team develops strategic and tactical plans to create service delivery models (in-house, law firm, alternative service providers, and tech solutions) to deliver the right quality of legal support at the right cost to better serve our internal stakeholders and deliver on the goals of the Law Division and ultimately U.S. Bank.

Reporting to the Strategic Initiatives Director and collaborating closely with the Operations Team, the Program Manager supports Law Division Learning & Development, Diversity & Inclusion, Pro Bono, Recognition & Team Building, communications and external relations, knowledge sharing, benchmarking, and other programs, processes and initiatives. The Program Manager will also support the launch of the Law Division Center for Well-Being.

Specific responsibilities include:

- Staying abreast of current and future trends applicable to lawyers working in financial services
- Translating Law Division strategies and goals into programmatic priorities and plans
- Evaluating division, group and individual development needs
- Implementing various learning methods
- Establishing and maintaining internal and external partnerships
- Coordination of diversity & inclusion initiatives, ensuring focus and progress on overall goals and consistency of communication across internal and external efforts
- Supporting efforts of the Recognition & Team Building committee

- Supporting internal and external marketing and communications on behalf of the Law Division
- In collaboration with the Operations Team, contributing to knowledge management/sharing strategy and implementation
- Identifying needs, creating and sharing self-help tools (toolkits, Q&A, process flows, etc.) with appropriate audiences
- In collaboration with the Operations Team, supporting efforts to identify, track and share Law Division key performance indicators
- Analyzing and interpreting data, and making recommendations for future action

Candidate must be entrepreneurial, proactive and highly organized. Must have excellent judgment, tact and diplomacy, and deliver complex and highly confidential support services under minimal supervision. Must display excellent follow-through on projects where input from a variety of parties requires monitoring and follow-up until completion. Must be a team player, prioritize well, meet deadlines and handle multiple high-priority tasks concurrently. Must be flexible, enjoy working in a dynamic environment, and be interested in continually learning and applying new tools and approaches.

Successful candidates for a position in the U.S. Bank Law Division will support U.S. Bank's core values, which guide what we do every day:

- We do the right thing.
- We power potential.
- We stay a step ahead.
- We draw strength from diversity.
- We put people first.

We are proud that U.S. Bank has been recognized as a World's Most Ethical Company® by the Ethisphere Institute, and has been named the #1 Most Admired Superregional Bank by Fortune magazine.

In the U.S. Bank Law Division, we honor those values through our mission: "we guide our clients to remarkable results with expert legal counsel." Our commitment is evident in the work we do, not only for the bank, but for our communities. The Law Division has received several awards for its pro bono contributions, including the Minnesota Corporate Pro Bono Council's "Excellence in Pro Bono Award," and we encourage our legal professionals to contribute time and expertise to pro bono work as part of their role.

To apply online, visit: <https://www.usbank.com/careers>