

DIRECTOR—LEGAL STRATEGY AND OPERATIONS

Job Overview:

Macy's is currently seeking a Director, Legal Strategy and Operations. This role is responsible for the strategic planning and execution, finance and budget management, legal information technology, e-discovery and records management, outside counsel and vendor management, and communications and administration for the department. The successful candidate will have a demonstrated track record of success with hands on execution in developing and implementing policies, procedures and processes to meet our legal compliance and business needs globally.

This position can be based in Cincinnati, San Francisco, or New York City.

Essential Functions:

Reporting to the Chief Legal Officer based in New York, NY, this position's essential duties and responsibilities will include:

- Identifying and developing cutting-edge strategies for increasing value and reducing outside legal spend while maintaining excellent legal representation and optimizing engagement practices with our law firms. Helping to manage external spend via financial analysis, benchmarking and proposing vendor alternatives, as well as negotiating agreements and alternative fee arrangements/discounts.
- Leading e-discovery efforts, including vetting managed review providers and tool vendors.
- Identifying, implementing and managing legal department technology solutions, including intake and matter management, contract management, records management and e-billing tools, to drive efficiency, collaboration and departmental alignment.
- Owning and continuing to develop the department-wide web portal to support cross-departmental communication, policy compliance, access to key legal department information, tools and templates, and to foster collaboration.
- Leading the strategic planning process to determine future headcount and spend by practice and site, and working as the continued primary interface between the Legal and Finance Departments.
- Driving department planning by identifying, tracking and reporting on key department metrics, business analysis and industry benchmarking.
- Managing outside counsel relationship management program, matter management system, and internal legal billing process.
- Managing legal department internal and external financial plans and budgets.

Qualifications:

Basic Qualifications:

- MBA and JD/MBA preferred, B.A. required in Business, Finance or equivalent.
- Minimum 8-10 years of experience with a focus on legal department operations preferred.
- Experience with an in-house legal department demonstrating strong experience in the areas detailed above.
- Hands-on administration of contracts and contract database.

- Exceptional communication skills (verbal and written) with the ability to liaise with all areas of the businesses at all levels, including senior management.
- Technology-savvy; proficient in all Microsoft Office applications, especially Excel and Portal; expertise with e-billing solutions and contract management solutions.
- Ability to work independently and take ownership of projects; demonstrated project management skills.

Preferred Qualifications & Desired Competencies:

Results-Driven: Deliver extraordinary results

- Clear and strategic thinker; proven experience in translating strategies into actionable plans.
- Capable of handling multiple projects/initiatives simultaneously and executing to completion.
- Very strong organizational and project management skills.

Change Orientation: Able to adapt to changing demands and conditions

- Act as a Change Management expert and enabler on various projects and programs across the business.

Collaboration: Connect, engage and communicate with others

- Highly collaborative team player with a strong desire to make a meaningful impact.
- Ability to work successfully in an established department looking to evolve quickly.
- Responsive, approachable and collaborative working style.
- Ease in developing relationships of trust and confidence both within and outside Macy's.

Leadership: Demonstrate character, clarity, courage and commitment to high-performance

- Build environment of trust, high performance and engagement by establishing clear goals and a commitment to feedback, development and recognition.

Judgment: Make sound decisions

- Demonstrate critical thinking to take appropriate risk and make sound and timely decisions.

Eligibility Requirements:

- Willingness to travel 10% of the time.
- Willingness to work in office in Cincinnati, OH; San Francisco, CA; or New York, NY.
- Any offer of employment is conditioned upon the successful completion of a background screen.
- Local residents preferred.

Other:

- Professional demeanor, organized and detail oriented.
- Strong work ethic.
- Superior organizational, communication and follow-up skills.
- Ability to reach quickly with a strong sense of urgency.
- Ability to prioritize multiple tasks and respond promptly to shifting priorities.
- Strong interpersonal skills.

- Ability to work well in a team environment, and under strict time constraints.
- Experience with technology and billing systems used by in-house legal teams.