

MANAGER, MARKETING (1 YEAR TERM)

Torlys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torlys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torlys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

Reporting to the Director, Business Development & Marketing, the Manager, Manager delivers brand building marketing campaigns and client initiatives. This individual works collaboratively with the M&BD team, while consulting and seeking guidance from lawyers to plan and execute on key deliverables.

KEY ACCOUNTABILITIES

Coordinated BD Activities:

- Coordinate business development activities for identified client pursuits and targets.

Client Professional Development:

- Work with the internal learning team to plan and deliver professional development sessions to Calgary clients on a variety of market and legal developments.
- Work with Calgary lawyers to generate client communications and thought leadership to communicate developments.
- Coordinate Calgary involvement in Quarterly Reports.

Events:

- Coordinate and plan internal events and act as the Calgary point of contact for firm wide initiatives including the holiday party, annual firm weekend, mental health week, bar calls, diversity, women, wellness, etc.
- Work with the internal event team to manage all activities related to the planning, organization and execution of various client marketing events such as round tables, deal closing dinners, sponsored conferences, the Stampede Party, Women in Law, Calgary Pride, etc.

Client/Vendor Engagement:

- Work with external vendors to ensure adherence to contract terms and service level agreements. Act as the liaison to translate business requirements of the program and/or process and oversee the build and delivery of customized solutions.
- Responsible for building and managing relationships with stakeholders (internal and external) and identifying opportunities to support their business requirements.

Other:

- Manage and monitor expenses against budget for various GLs.
- Support business and client development initiatives, and other departmental writing and editing as required.
- Participate in committees, initiatives, programs and projects as needed.

ATTRIBUTES & EXPERIENCE

The ideal candidate will have an undergraduate degree in Business, Marketing, Communication, or equivalent with a minimum of 4 years' experience in a marketing and/or business development management role. The ability to work full time is preferred, but part-time applications will also be considered. Experience leading teams of professionals and knowledge of legal markets and the legal professional landscape is an asset.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Jocelyn Harris (jyharris@torys.com).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.

At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Jocelyn Harris](#), Senior Manager, Professional Resources and Administration Calgary.