



## CHIEF OPERATING OFFICER (COO)

Kaplan Kirsch & Rockwell LLP is a strategically-growing, multi-office boutique law firm that seeks an experienced, forward-looking Chief Operating Officer (COO) to help lead the Firm to continue and increase our success. The Firm's new COO will understand the importance of cultivating, motivating, and supporting accomplished attorneys and professional staff to enhance our culture and our ability to provide high quality legal services.

Kaplan Kirsch & Rockwell has a national practice devoted exclusively to infrastructure, environmental, land use, real estate development, conservation, energy, and transportation law. The Firm has 30+ attorneys. Its main office is in Denver, and other offices are in Washington, DC, New York City, and Boston. The Firm also desires to open at least one new office in California this year. ***This position is based out of our headquarters in Denver.***

The Firm's culture is one of collaboration, interaction, and respect. Maintaining and fostering this culture is extremely important to everyone in the Firm. The partnership is one in which colleagues, regardless of seniority, are treated as true partners in the success of the enterprise, rather than competitors or isolated legal practitioners. This culture imbues everything the Firm does and everyone the Firm hires.

The ideal candidate will demonstrate a spirit of collaboration and innovation combined with business, financial, and personnel acumen, as well as demonstrated leadership abilities.

### Position Overview

The COO leads and manages the Firm's business functions critical to success. The COO also partners with Firm leadership to develop, implement, and enable the Firm to pursue its strategic objectives and business goals. One of the most important responsibilities of the COO is to motivate and support attorneys and professional staff.

### Duties and Responsibilities

#### General Management Responsibilities

- Exercise sound judgment in matters regarding personnel and all business operations
- Manage and oversee the accounting and finances of the Firm
- Align professional staff functions and manage cross-functional projects to accomplish the Firm's business objectives
- Regularly evaluate all staff functions to assure efficient operations and expense management
- Foster the Firm's collegial, collaborative, and inclusive culture to expand camaraderie and respect between staff and attorneys
- Motivate professional staff to perform at the same standard of excellence as we expect our attorneys to perform
- Hire, train, develop, and mentor strong, responsive professional staff
- Address IT needs

#### Advisory and Consulting Responsibilities

- Advise Firm leadership on operational issues and business opportunities
- Participate in professional and industry groups to stay abreast of trends and changes in the industry, including developments that could affect the Firm's business objectives or market position
- Serve as an integral part of the Firm's leadership team, interacting regularly and collaboratively with and ensuring appropriate administrative support to the Firm's attorneys



### **Qualifications**

- MBA or CLM
- At least ten years of demonstrated success in general management, ideally in a law firm setting
- Experience leading, planning, and managing in a client-oriented setting
- Experience leading and developing a team of professionals to consistently meet priorities and goals

Kaplan Kirsch & Rockwell is dedicated to the principles of diversity and equal employment opportunity. We do not discriminate against applicants or employees on the basis of age, race, color, religion, creed, national origin, ancestry, sex, sexual orientation, sexual identity, disability, marital status, military status, or any other status protected by federal, state, or local law.

Please send your cover letter, CV, and salary requirements to our consultant:

Stephen (Pete) Peterson, CEO  
Maxfield Peterson, PC  
[Pete@maxfieldpeterson.com](mailto:Pete@maxfieldpeterson.com)  
970.249.9074