



iManage Product Manager **Burford Capital Limited** **New York, NY or Chicago, IL or London, UK**

Burford Capital is a leading global finance and investment management firm focused on law. Its businesses include litigation finance and risk management, asset recovery and a wide range of legal finance and advisory activities. Burford is publicly traded on the London Stock Exchange, and it works with law firms and clients around the world from its principal offices in New York, London, Chicago and Singapore.

The Firm seeks to hire an iManage Product Manager who will be responsible for the upkeep, improvement, and adoption of our iManage platform. As our document management system, iManage is an integral tool used across the business. As Burford's team continues to grow, the firm seeks a dedicated administrator and trainer to manage the platform, improve functionality, respond to the team's usage requests, and ensure that all team members are adequately trained to use the platform.

The role will be based in Burford's New York, Chicago, or London office.

www.burfordcapital.com

COMPANY OVERVIEW

Burford is experiencing significant growth and is consequently seeking a number of new members for its global team.

Burford's work environment is that of a start-up and therefore fast-paced and "always on." Despite its growth, Burford has endeavored to retain a culture characteristic of a small growing firm; hence its team members are creative, resourceful, fast-moving confident people who do not need the infrastructure of a large company to succeed. There is little administrative support and the expectation is that everyone, including senior people, will roll up their sleeves to perform and engage collectively for the overall success of the business.

Burford also operates in a geographically dispersed fashion, with its senior team in multiple locations and relying heavily on email and conference calls to communicate. Strong written communication skills are absolutely essential for success and a willingness to engage in substantive discussion by email instead of personally or by telephone is critical for fit and success.

Change - and the uncertainty and alterations in course and priority that accompany change - is a constant in Burford's business. Enthusiasm for change in a rapidly developing market is essential.

Burford pays base salaries consistent with the financial services industry and favors incentive compensation to reward performance.

POSITION REQUIREMENTS

Document Management System Administration & Product Management

- Serve as document management system administrator
- Develop and refine existing design and implementation methodologies
- Manage user access and security groups along with other configuration tasks
- Evaluate existing DMS implementations and develop recommendations for problem resolution, enhancement, and fine tuning
- Manage the deployment and support of the iManage desktop application
- Manage third party integrations and processes with iManage including Prosperoware/Milan, Salesforce, and Outlook
- Manage and configure threat manager to provide high quality analytics on compliance/adoption as well as usage risks and escalate as necessary
- Perform routine monitoring, maintenance, and service tasks including auditing and security functions
- Manage workspace folder template designs and periodically update as needed by the business units
- Manage periodic upgrades and roll-outs of new features as well as evaluate and implement modules in the iManage universe as required for the business

Documentation and Training

- Serve as product champion for iManage, promotion high adoption practices across the organization
- Create and maintain documentation of iManage templates, processes, best practices, usage guides, etc.
- Provide training and support to users in the use of iManage, including new features
- Create and maintain documentation for operational procedures

Vendor Management

- Manage relationship with iManage support and customer relationship teams for product issue escalation, product enhancement requests, user groups, and product news such as upcoming release features and schedules
- Investigates system problems and coordinates fixes or functional enhancements with application vendors.
- Manage software licenses and renewals

SKILLS DESIRED

Qualifications & Experience

- Education
 - College degree (BA/BS) or higher
- Experience requirements
 - 3 to 5 years relevant experience
 - 2+ years of experience and competence in working with iManage DMS
 - Experience in the analysis, design, implementation, administration, and support of electronic document management systems, with a history of matter-centric design
 - Understanding of law or background in the legal industry a plus

Core Competencies & Skills / Personal Attributes & Fit

- Good project management acumen, including the ability to prioritize and manage multiple projects at the same time in a fast-paced environment
- Self-directed, go-getter willing to roll-up sleeves and make things happen; able to manage both the big picture and the details
- Excellent communication skills, both verbal and written
- Desire and ability to teach users and act as a champion for the use of iManage
- Ability to work with team members at all levels of the organization

SUMMARY

The iManage Product Manager will be the trusted expert for the firm's document management system. His/her leadership and expertise will guide the implementation of the platform, and their recommendations will have a significant firm-wide impact. The iManage Product Manager will be an energetic, "can do" team member, willing to share his/her expertise with others, dig in deep and do whatever is needed to accomplish results. He/she will possess the analytic skills and technical credentials necessary to study, diagnose, prescribe, implement and roll-out value-add solutions in our iManage platform that will positively impact all aspects of Burford's operations. Given that Burford's business is located at the unique intersection of finance and law, it is an excellent opportunity for an iManage specialist seeking an "outside the box" position to enjoy applying his/her ingenuity and creativity to solving operational challenges and supporting a diverse team with complex business needs.

Interested candidates should forward a resume and cover letter detailing their qualifications for the role to careers@burfordcapital.com with "iManage Product Manager" in the subject line.