



Burford Capital LLC
Vice President, Human Resources
New York, NY or Chicago, IL

Burford Capital is a multi-billion dollar global finance and asset 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 New York Stock Exchange (NYSE: BUR) and the London Stock Exchange (LSE: BUR), and it works with companies and law firms around the world from its principal offices in New York, London, Chicago, Washington, Singapore, Hong Kong and Sydney. It has approximately 140 employees.

The Firm does not presently have any full-time HR staff and is now ready for its first HR generalist focused on the full talent lifecycle including Burford's global recruitment, development, compensation and performance processes as well as HR initiatives related to diversity, equity, and inclusion (DEI). The role will report to the Managing Director & Head of HR in Burford's NY office. Burford also intends to hire an HR administrator to support this role.

The role can be located in Burford Capital's New York or Chicago office at the candidate's preference.

www.burfordcapital.com

COMPANY OVERVIEW

Burford Capital is the largest and most experienced provider of commercial finance to the legal sector in the world, with a core expertise in identifying and optimizing the value of legal assets for companies and law firms. Since its founding in 2009, Burford has worked with hundreds of law firms and corporations, including 93 of the AmLaw 100 and 89 of the Global 100 largest law firms. Our team has grown from five people at the end of 2009 to about 140 people today, including some 60 lawyers.

Burford possesses the resources and expertise of a large company while retaining the flexibility and creativity of a startup. Team members are smart, creative, collaborative, curious, and confident. Everyone rolls up their sleeves to perform and engage collectively for the overall success of the business. Burford values rigorous thinking, clear communication, and efficient execution.

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, favors incentive compensation to reward performance, and provides competitive health care benefits and a 401k matching program. Burford Capital is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status, whether or not they have a disability.

POSITION REQUIREMENTS

- Develop and cultivate programs that make Burford an “employer of choice” to potential candidates
- Develop and lead a talent acquisition strategy and organize supporting operations to deliver on established requirements, meet company objectives, and prepare for future business needs
- Manage and maintain existing incentive compensation programs and implement market-responsive updates and improvements
- Design, implement and maintain improvements to our performance management programs
- Enhance and grow Burford's leadership, learning, assessment, development, and feedback programs
- Manage the firm's on/off-boarding processes to maximize knowledge acquisition and speed to productivity and minimize reputational impacts, respectively
- Champion, develop and lead proactive Diversity, Equity, & Inclusion (DEI) strategies and initiatives to advance the firm's DEI goals
- Organize and execute supporting operations for selected DEI strategies to deliver on established requirements, meet company objectives, and prepare for future business needs.

SKILLS DESIRED

Qualifications & Experience

- 8+ years of HR experience focused on full range of HR practice areas, including recruitment, development, and retention; talent acquisition and performance management; and compensation and benefits. Experience in diversity, equity and inclusion initiatives required.
- Experience working for a US law firm, corporate legal department, financial services or other professional firm preferred
- Ability to travel occasionally as necessary



Core Competencies & Skills

- Self-directed, go-getter willing to roll-up sleeves and make things happen; able to work autonomously as well as with a geographically dispersed team
- Corporate culture-focused, bringing enthusiasm to the office and offering up new ideas
- Demonstrated commitment to diversity, inclusion, and equity in the workplace
- Gravitas, sound judgment and self-confidence, combined with humility, open-mindedness, and respect for others (regardless of position)
- Excellent interpersonal/people skills; passion for collaboration and ability to build strong relationships through partnership across multiple levels of the organization
- Excellent problem-solving, organizational and communication skills to effectively negotiate and interface with a myriad of internal and external contacts
- Highly organized, with a committed work ethic and strong attention to detail
- Strong ability to prioritize and manage multiple projects and deadlines simultaneously
- Ability to handle sensitive documents and records with a high level of confidentiality and discretion
- Superior communication skills, both oral and written, including leading group presentations and/or trainings