



Research Intake Analyst

Req ID: 5823

Position Type: Research / Library

Job

Overview

At MoFo, we couldn't write our own success story without yours. Ready to write your story?

Join MoFo as a **RESEARCH INTAKE ANALYST** on our Research Services team!

This role can be based in San Francisco, Palo Alto, Los Angeles, San Diego or Denver.
<https://www.mofo.com/offices>

ABOUT THE ROLE

The Research Intake Analyst thrives at the intersection of strategy, service, and precision. This role sits on a **firmwide research team**, serving as the primary intake point for research requests that support both **client work and business development efforts**. You'll be the person who translates complex questions into clear research pathways, coordinating resources, prioritizing needs, and ensuring every request gets the right expertise at the right time.

- Provide firmwide research intake oversight in support of practice areas and administrative departments, applying strong research skills and deep knowledge of research platforms
- Deliver advanced legal, business, and factual research, including synthesis and analysis, to support client work and business development efforts
- Distill and present research findings clearly and professionally, tailored to client and stakeholder needs
- Proactively assess research requests, anticipate unstated needs, and independently negotiate scope, priorities, and deadlines
- Track and record billable and non-billable research time in accordance with firm research services billing policies
- Ensure exemplary client service for internal and external clients, consistently modeling the Firms Client Services Principles

- Promote a culture of client service within the department through coaching, mentoring, and collaboration
- Partner with firm leadership and internal clients to establish, review, and implement research services objectives aligned with Firm goals
- Educate and advise attorneys, paralegals, and staff on effective research strategies, sources, and tools, including collection development and space utilization
- Lead and participate in projects that enhance the value of research services and coordinate continuing research education to ensure staff expertise and readiness

ABOUT YOU

- Bachelors degree required; Masters degree in library science, information science, or a related field strongly preferred, with a minimum of three years of relevant experience or an equivalent combination of education and experience
- In-depth knowledge of legal and business research materials, platforms, and tools used to support law firm practice areas and research needs
- Demonstrated accountability and ownership, with the ability to proactively manage responsibilities and resolve issues independently
- Ability to manage assignments from inception through completion with minimal supervision, using sound judgment and broad guidelines
- Advanced analytical, information-gathering, and decision-making skills, including the ability to evaluate, prioritize, and synthesize complex data
- Strong ability to assess needs, anticipate outcomes, and set priorities aligned with business objectives
- Exceptional client service orientation, with a proven record of delivering high levels of satisfaction through collaboration and teamwork
- Highly effective written and verbal communication skills, including the ability to communicate diplomatically and present complex information clearly and succinctly, along with strong proficiency in Microsoft Office and online research tools, including AI-enabled resources
- Ability to work west coast hours

ABOUT MOFO

At MoFo, we collaborate as one firm, across borders, practice areas, and business functions and value fresh ideas and innovation over conformity and competition.

- About Us: <https://www.mofo.com/about>
- Inclusion + Engagement: <https://www.mofo.com/community/we-at-mofo>
- Commitment to Pro Bono: <https://careers.mofo.com/careers-pro-bono>
- The MoFo Foundation: <https://www.mofo.com/culture/mofo-foundation>

ABOUT OUR BENEFITS

MoFo offers a comprehensive benefits package starting on your first day.

- A variety of options for medical, dental, vision, life and disability coverage to meet the needs of you and your family.
- Industry-leading parental leave and family benefits including adoption and fertility treatment options and backup child and elder care.
- Global wellness program, including free access to Talkspace and Calm apps.
- Annual community service day to make an impact on your community and a birthday holiday just for fun.
- Education reimbursement annually.
- Dedicated Talent Development team.
- Competitive annual profit-sharing contribution.

Where required by law, salary ranges are stated below. Additional compensation may include a discretionary bonus, overtime as applicable, health/welfare benefits, retirement contributions, paid holidays, and PTO. The range displayed is specifically for positions performed in those cities/states and may vary based on factors including but not limited to the following: local market data and ranges; an applicant's skills and prior relevant experience; and certain degrees, licensing, and certifications. The application deadline is August 3, 2026.

San Francisco, Palo Alto salary range: \$92k to \$128k

Los Angeles, San Diego salary range: \$87k to \$122k

Denver salary range: \$82k to \$114k

For questions regarding this position, please e-mail jobs@mofo.com

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