

# Business Development Specialist – Legal Directories

**PeopleSoft Job Code / Title:** 5722 / BusinessDevelopmentSpecialist  
**Department / Subdepartment:** Business Development  
**Organizational Relationship:** Reports to Level 3 or above  
**FLSA Status:** Non-Exempt  
**UCM Level:** Level 2  
**Last Updated:** 5.27.25

## Department / Subdepartment Overview

Business development (BD) is focused on the creation of long-term value for Latham. It involves, many objectives, such as sales growth, business expansion, the formation of strategic partnerships, and increased profitability.

## Role Overview

The Business Development (BD) Specialist – Legal Directories is responsible for assisting with the submissions process for legal directories and their awards programs, with a particular focus on Chambers & Partners and The Legal 500. This role works with Business Development leadership to develop and implement strategies to enhance the firm's visibility and recognition within these rankings. The specialist works with all levels of the organization and excels at developing and managing complex and concurrent processes and systems.

## Essential Duties and Key Responsibilities

*“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.*

1. Assists in the coordination of the global submissions process for legal directories and their related awards, ensuring that all entries are submitted on time
2. Leads various submission drafts, including coordinating interviews and adhering to a rigorous referee process, as required, for our offices, globally, and across multiple practice areas
3. Adheres to best practices for submissions, including the interview strategy and messaging, collection of relevant matters, client references, and preparation of written materials and guide key stakeholders during the process
4. Assists in maintaining a comprehensive calendar of deadlines for all relevant directories and awards across all jurisdictions in which we operate and submit
5. Assists in keeping legal directories updated with news and developments
6. Assists in the internal communication process around rankings publishing, including corrections and inquiries that follow
7. Collaborates with BD and Brand & Communications colleagues to leverage directory rankings and awards in the firm's website, biographies, pitch materials, marketing materials, and campaigns
8. Assists in the tracking of the “close out” process using Latham & Watkins’ internal experience collection database
9. Builds and maintains relationships with researchers and editors at Chambers and Partners and The Legal 500, acting as an advocate for the firm
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- High degree of discretion and independent judgment
- Demonstrated project management skills
- Ability to pay close attention to detail and be highly organized and accurate
- Strong client service ethic and the ability to react quickly and handle shifting priorities and requests from lawyers and leadership at all levels
- Ability to execute multiple work streams and manage priorities effectively
- Advanced oral/written communication and professional interpersonal skills
- Well-developed analytical and research skills
- Strong PowerPoint, Excel, and Microsoft Office skills

## Position Specifications

### *Typical Experience*

- A minimum of three years' relevant professional experience preferred
- Experience producing submissions for Chambers, Legal 500 and other guides preferred

### *Education*

- Bachelor's degree or equivalent required

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.