Business Development Advisor – Client Engagement

PeopleSoft Job Code / Title:	6092 / BusinessDevelopmentAdvisor
Department / Subdepartment:	Business Development / Client Engagement
Organizational Relationship:	Reports to level 5 or higher
FLSA Status:	Exempt
UCM Level:	Level 4
Last Updated:	6.13.25

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) Advisor – Client Engagement is a pivotal role within the Business Development team. This role is responsible for managing and enhancing the firm's global client relationships. The Advisor is tasked with driving revenue growth from a portfolio of key clients and ensuring client satisfaction through strategic account management and innovative engagement practices.

Essential Duties and Key Responsibilities

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

1. Manages a portfolio of strategically important, global client teams; collaborates with the lead relationship partners and the core teams to develop, implement, and track annual plans; acts as a driving force to develop annual goals, and supporting objectives; ensures actions are agreed, allocated and delivered, and holds team members accountable
2. Actively monitors relationship maps, fostering regular dialogue with key contacts and develops new relationships across the client businesses; liaises with internal stakeholders to coordinate client-specific activities as part of the “cohort” approach to the clients
3. Develops and implements account plans for the relevant portfolio of clients, leveraging industry research and partnering with our Tactical Opportunities team and using competitor analysis to inform strategies
4. Acts as a member of the department leadership team, driving agendas for internal team meetings, capturing and following up on action points; collaborates with other client team leaders and beyond to seek out and implement best practices for the client team portfolio
5. Prepares regular financial and non-financial reports for clients and internal audiences, interpreting data to inform decision-making; collaborates with the Firm's commercial team to monitor financial performance; efficiently addresses challenges, and proactively suggests augmentations to commercial terms
6. Builds and maintains relationships with client contacts, identifying opportunities to add value to the client relationship; works to spot opportunities for revenue generation and leverage firm collateral to win work

7. Develops client-facing materials to be leveraged during relationship meetings; works alongside New Business and Pricing teams on pitches, panel RFPs, pricing agreements, and any opportunities or negotiations that take place within the portfolio of clients; collaborates with Practice leads to develop strategic proposals tailored to client needs
8. Conducts regular "Voice of the Client" feedback reviews and any additional feedback reviews around pitches, matters, and secondments, ensuring timely action on insights gained; considers key themes and seeks to implement necessary firm wide augmentations to improve the client experience; shares feedback with relationship teams to drive continuous improvement in client engagement
9. Researches and analyzes client businesses and key market sectors to identify new revenue-generating opportunities; disseminates key client developments, news stories, and industry trends to relevant client teams
10. Shares experiences and insights from other client teams, contributing to the expansion of client relationships; works closely with colleagues to develop and disseminate best practices across the Firm through trainings and presentations to all levels and across all geographies
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Ability to work both independently and collaboratively within a team
- Excellent research, analytical, and project management skills
- Strong attention to detail and superior written and oral communication skills
- Outstanding interpersonal skills, with the ability to negotiate, influence, and demonstrate sound judgment
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint, and ability to manage CRM systems (e.g., Peppermint)
- Ability to interact effectively with individuals at all organizational levels
- Cultural awareness and adaptability to ensure best in class global communications and actions

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of five years' experience in a client relationship management role preferred
- Typical years of cumulative experience: a minimum of seven years

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.