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# Business Development Advisor – New Business

PeopleSoft Job Code / Title: 6092 / BusinessDevelopmentAdvisor

**Department / Subdepartment:** Business Development

Organizational Relationship: Reports to the Business Development Manager II – New Business

FLSA Status: Exempt UCM Level: Level 4

Last Updated: October 21, 2025

### **General Summary:**

The Business Development (BD) Advisor – New Business is a global role that works closely with Business Development teams and partners to develop and deliver high-quality proposal documents, establishing project timelines and protocols, developing win themes and client messaging, creating compelling written and visual content, preparing the response team for in-person client presentations, coordinating input from other subject matter expert BD colleagues, liaising with internal resources, and ensuring a high quality of client service.

The Advisor coordinates discussions with Latham's industry and practice teams to ensure the proposal reflects best-in-class content and is aligned with our global messaging. Additionally, the Advisor works in collaboration with the New Business Team (NBT) and assists as needed with complex team projects.

#### **Essential Duties and Responsibilities:**

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

- Drafts, edits, and finalizes external-facing business development materials such as credentials statements, pitch documents, and responses to RFPs with a focus on Litigation practices but with the ability to address general firm practices if needed
- 2. Conducts information gathering sessions with relevant BD teams and partners to clarify requirements, client needs, and approach
- 3. Leads kick-off meetings to establish messaging, key milestones, and the core team
- 4. Collaborates with BD teams, lawyers, and firm resources in gathering and compiling information for credentials statements, pitch documents, and responses to RFPs
- 5. Analyzes pitch request documents to elicit compliance requirements, instructions, evaluation criteria, and undertake other response management tasks
- 6. Collaborates with other administrative functions within the firm, including the finance team, pricing team, compliance team, Inclusion, Opportunity & Community Committee (IOC), and the Office of General Counsel, to ensure alignment and sharing of relevant information
- 7. Maintains accurate pitch records and addresses all post-pitch follow-up and close-out actions
- 8. Helps partners prepare for client meetings, including developing scripts, talking points and additional supporting pitch documents; provides one-on-one partner coaching as needed
- 9. Works with relevant global BD teams to develop, maintain, and update standard materials such as templates, content, biographies, and experience within the firm's proposal management systems and databases; ensures that best practices in the preparation of proposal documents are maintained and shared across department

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- Coordinates with internal BD resources to ensure that BD activities are collaborative and consistent
- 11. Develops and maintains strong working relationships with firm leadership and subject matter experts to obtain necessary feedback, input and sign-off on materials
- 12. Organizes and leads special projects on various issues as needed to completion
- 13. Provides training or mentoring sessions for NBT members or the wider BD team as needed
- 14. Promotes effective work practices, works as a team member, and shows respect for co-workers

## **Position Specifications:**

#### Education

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

#### Work Experience

- A minimum of six years' relevant experience managing and leading strategic initiatives with a
  focus on Litigation practice areas, developing and managing credentials, proposals, tenders or
  other written sales tools, as well as developing successful BD strategies and winning proposals
  required
- A minimum of eight years relevant work experience in a legal, financial services, or professional services environment or an organization operating in the assigned sector(s) (where applicable) required

## Knowledge, Skills & Abilities

- Knowledge of pitch processes and the ability to utilize pitch management tools
- Ability to work autonomously and meet deadlines
- Ability to work in a high-pressure environment and use critical and analytical thinking skills
- Strong attention to detail and ability to multi-task and organize in order to deliver a high-quality work product
- Ability to take initiative and work both independently and in a team environment with a customerservice focus
- Ability to maintain flexibility with respect to assigned tasks due to changing deadlines, changing deliverables, and changing task priorities
- Ability to learn and apply new skills quickly and effectively
- Strong communication skills, both written and verbal, including effective interpersonal communications (e.g., active listening)
- Extensive knowledge of effective proposal and BD strategies within professional services industry
- Ability to coach senior partners or BD team members on presentation, communication, and client interaction skills in the context of a pitch
- Ability to develop and maintain strong relationships with key stakeholders, including partners, associates, internal SMEs, and clients
- Ability to work collaboratively with partners/teams in other offices and regions and project manage proposals across different time zones
- · Ability to handle confidential and sensitive information with the appropriate discretion
- Advanced ability to understand and analyze opportunities and develop written strategies to address and solve them
- Ability to build institutional knowledge and work in a subject area that may be unfamiliar or complex
- Ability to consistently demonstrate professional presence across all requirements of the role

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- Superior writing/language skills with deep understanding of how to effectively promote and persuade in a business-to-business context and ability to draft content (such as executive summaries) from scratch
- Ability to convey complex technical information in reader-friendly language or visually by way of infographics, visual graphics, dashboard format, etc.
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- High-level proficiency in PC applications, including MS Office (emphasis on Word and PowerPoint)
- Team oriented and collaborative approach

# Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.
- Working outside of business hours
- Being responsive to stakeholders outside of business hours

## Working Conditions

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.